financialdata

Cash Based Accounts Recording & Budgeting System

Reference Manual

Version 7.0

Documentation and Software by farmdata Limited
© 2009 farmdata Limited

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© 2009 Farmdata Limited
Westertown
Rothienorman
Aberdeenshire
AB51 8US

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Preface

This document describes how Financialdata, the cash based accounting and budgeting system produced by Farmdata Limited, operates. The system runs on the Windows 2000, XP & Vista operating system.

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Related Documents.

Financialdata Quickstart Guide

Windows Manual.

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INTRODUCTION

I.1 What the System Does

Welcome to Financialdata. The program described in this manual is one of the Farmdata family of computerised management information systems for agricultural businesses.

Financialdata uses the processing power of a computer to ease the clerical workload of routine business transaction recording and to produce from it much valuable management information.

The system produces bank reconciliation, audit trails, and the VAT return in the usual format. Where it differs more distinctly from other business accounting packages is at the input level. Financialdata creates reports from remarkably raw data. It does not require setting up of an intricate double-entry system in the farm office.

I.2 The information it needs

From the recording viewpoint, the Financialdata system is really an electronic version of the familiar cash analysis book.

The only significant effort necessary to make Financialdata operational is to give the system a framework in which to store and process transaction entries. This is provided by the Aggregate Codes and Analysis codes which your Farmdata adviser will help to arrange. This may be thought of as titling the columns in a manual cash book.

Day-to-day financial recording and monitoring is simply a matter of entering transactions as they occur. Receipts and payments details are analysed by analysis code numbers, and may be entered at any time and in any order you choose, though it is advisable to enter them regularly, whether it is weekly or monthly. You are asked to check the accuracy of entries as you make them, but Financialdata does the rest of the book-keeping.

Operating at this level, the system is essentially providing you with an automatic cash book. It can do much more given further information - although it never demands input in a form you would not normally have available for a manual farm accounting system.

I.3 The information it can provide

Because Financialdata is based on the cash book concept, it easily provides an audit trail and bank reconciliation. VAT returns can also be generated automatically as a result of transaction record processing.

I.4 Finding Your Way Around

The program is written in 'Microsoft Visual Basic .Net' to run in the 'Microsoft Windows' operating system. This gives it all the flexibility and function now available with this type of programming. It is designed to be used with the mouse and to have the minimum of keyboard input.

Clicking into one option on the screen will often take you to another screen with further options. You may need to take time at first to find out where everything is. If you go into the wrong option, simply exit out again and you will be back to the previous stage.

Within a screen you should use the Tab Key to move between data fields, not the return key. Shift + Tab goes back through the fields.

If a field has a box with a down arrow at the end, it has a predefined list from which to pick. Once in the field you can scroll down the list and select the required item. Alternatively type the first letter of the item you wish, this will give you the first item with this initial letter. Press the same letter again to move to the next item on the list with that initial letter.

If a field has a box with three dots in it at the end this button can be used to add option to the list.

I.5 If you get Stuck

Something somewhere is sure to catch you out. It is often just a matter of taking a step back to the previous section and starting again.

Switching the machine off is never a good option but it is unlikely that you would cause real damage if you did. You are likely to lose any unsaved entries which will have to be re-entered.

Should you get totally stuck you can call up Farmdata's help line which is manned during office hours for assistance.

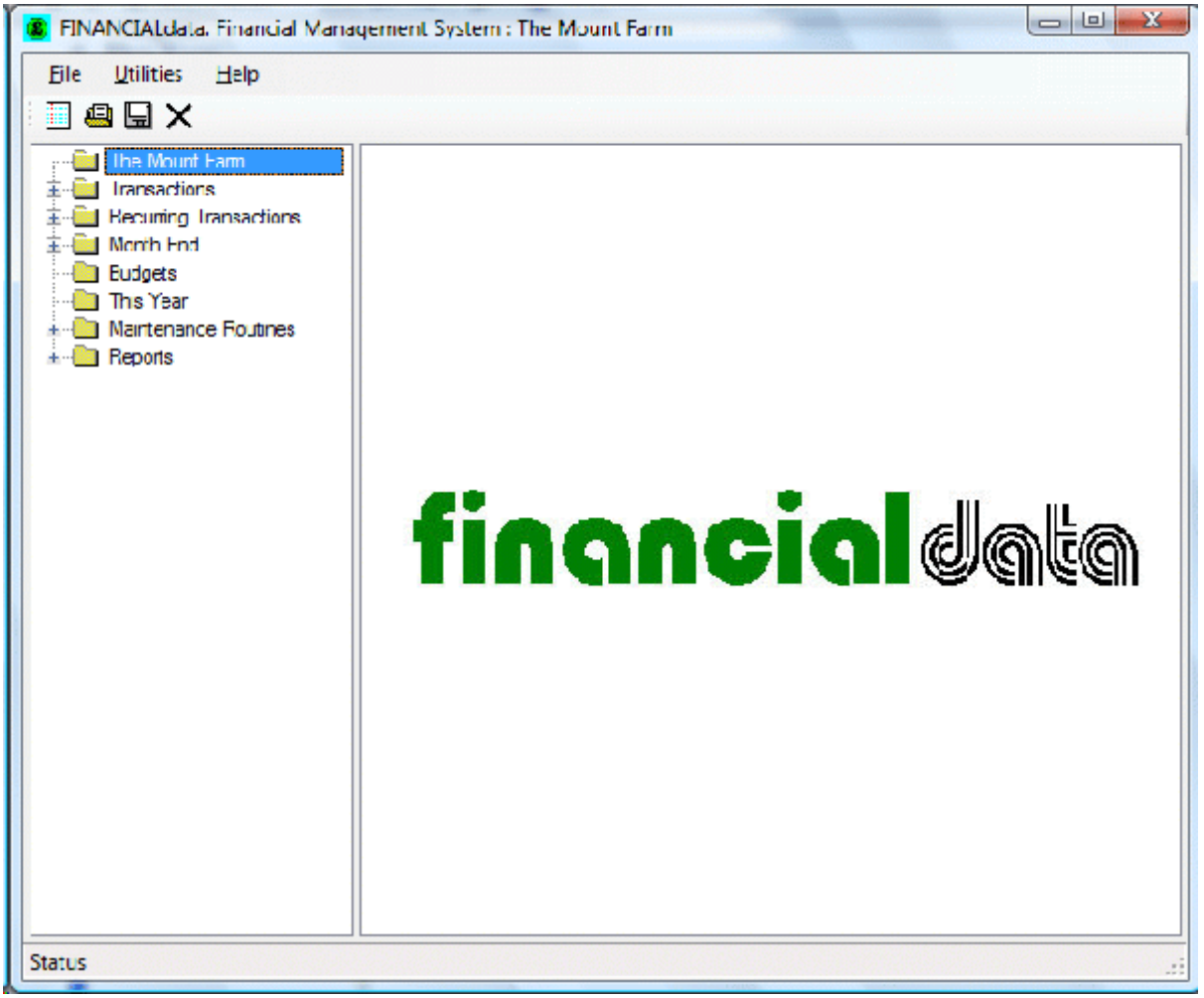
It is absolutely necessary that you take regular backups of your work. You should keep at least three sets of backup and use them in rotation. Set A should be used on Day 1, Set B on Day 2, Set C on Day 3 and on day 4 you should return to Set A. You should also format your Backup disks from time to time to ensure their continuing good condition. Should all else fail Farmdata can resurrect your system from your backup if it is correctly done.

I.6 Using this Manual

There are four menu sections on the main screen of Financialdata, They are headed.

1. **Maintenance**
2. **Transactions**
3. **Recurring Transactions**
4. **Month End**
5. **Budgets**
6. **This Year**
7. **Reports**

Each is described in a separate chapter of the manual numbered as above. Each chapter contains a section for each of the options, described in order within each chapter.



The three drop down menus contain the following options:

A File

(i) Change Business

This option allows you to change from one business to another. A list of available Businesses is displayed from which you choose the one that you require (using the mouse or arrow keys) and then click OK or Enter to confirm your choice and return to the main menu. Each business is a unique herd on its own with no connection to any other business.

(ii) New Business

This option allows the creation of a New Business on the system. The information required at this point consists of Business Name, Address, Telephone and Fax Number and Password, if required. The Financial section must also be completed. Other information can be entered at your convenience. Click on **Save** and you will then be returned back to the main menu of the new Business.

(iii) Delete Business

If you have accidentally created a new business or wish to remove a business completely use this option. You will be asked twice to confirm the deletion.
Once deleted a business cannot be reinstated except from a backup.

(iv) Setup

Printer Setup

This gives access to the windows options for the printer setup such as changing printers, paper size, etc.

Folder for Data Files

Sets the path to locate the data files. Used where the data is stored in locations other than C:\farmdata\financal32. This may be a networked drive for example.

Install Sample Files

Used when the installation is for evaluation. Installs a set of sample data which can be used for demonstration and evaluation

(v) Copy Data

Used to create a duplicate set of data as another business.

(vi) Backup Option

This accesses the backup routines for saving your data. Please refer to Appendix G for further details. On first use you may have to configure before backing up, Farmdata can help if you are unsure.

(vii) Restore Option

This accesses the restore facility if you need to take your data back from disk. Please refer to Appendix G for further details.

(viii) Exit

This takes you out of the program.

B Utilities

(i) Repair Database

This is a utility which allows you to repair the database should it ever become corrupted.

(ii) Compact Database

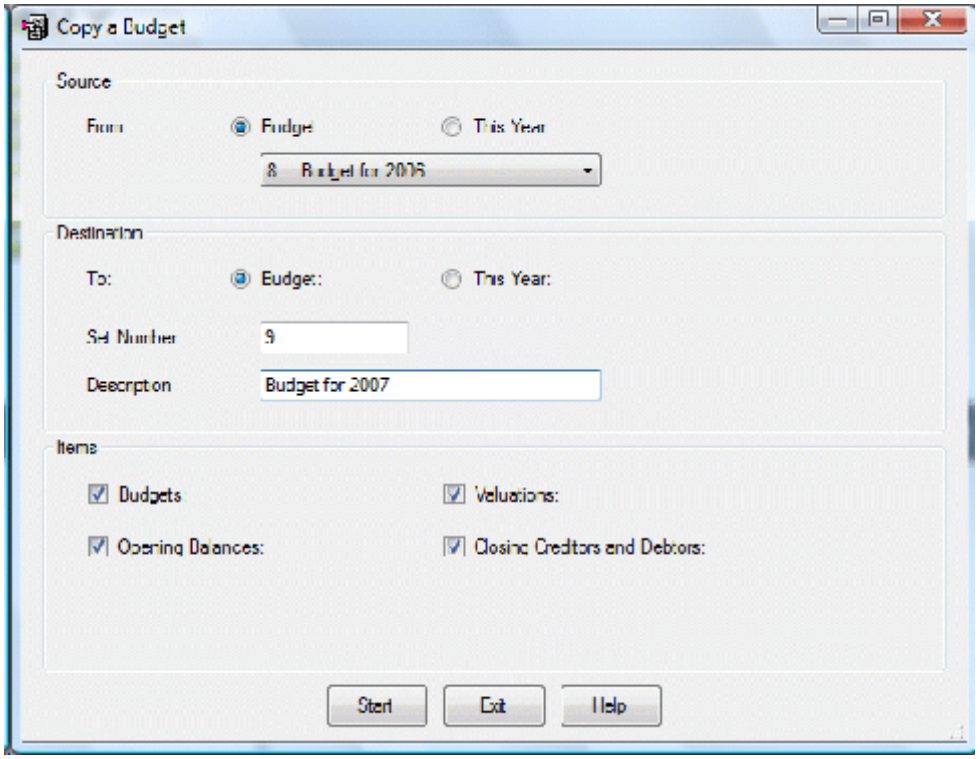
Can be used to reduce the size of the database should it become extremely large.

(iii) Create a Template.

This creates a code template of your own coding structure in the current open business. It can then be used in the creation of new businesses. When you select this option you will be asked to name the template. This appears on the selection list for new businesses from then on.

(iv) Copy Budgets

This section allows you to move data from one budget to another without re-entering it.



(v) Import

These routines is used to import from previous versions of Financialdata.

(vi) Run
Gives access to external maintenance programs used by Farmdata.

C Help

(i) This offers the usual windows help facilities and the on line help facilities for Financialdata.

(ii) Download Latest Update — Use this to check if program updates are available on the Farmdata web site. Requires the auto-update software to be loaded from the CD.

(iii) Register — Enter the Activation Key from your FARMdata Certificate of Authenticity. Without this you will not be able to access the program after 60 days have elapsed from date of installation. You will not have an Activation Key if you have a demonstration copy of the program.

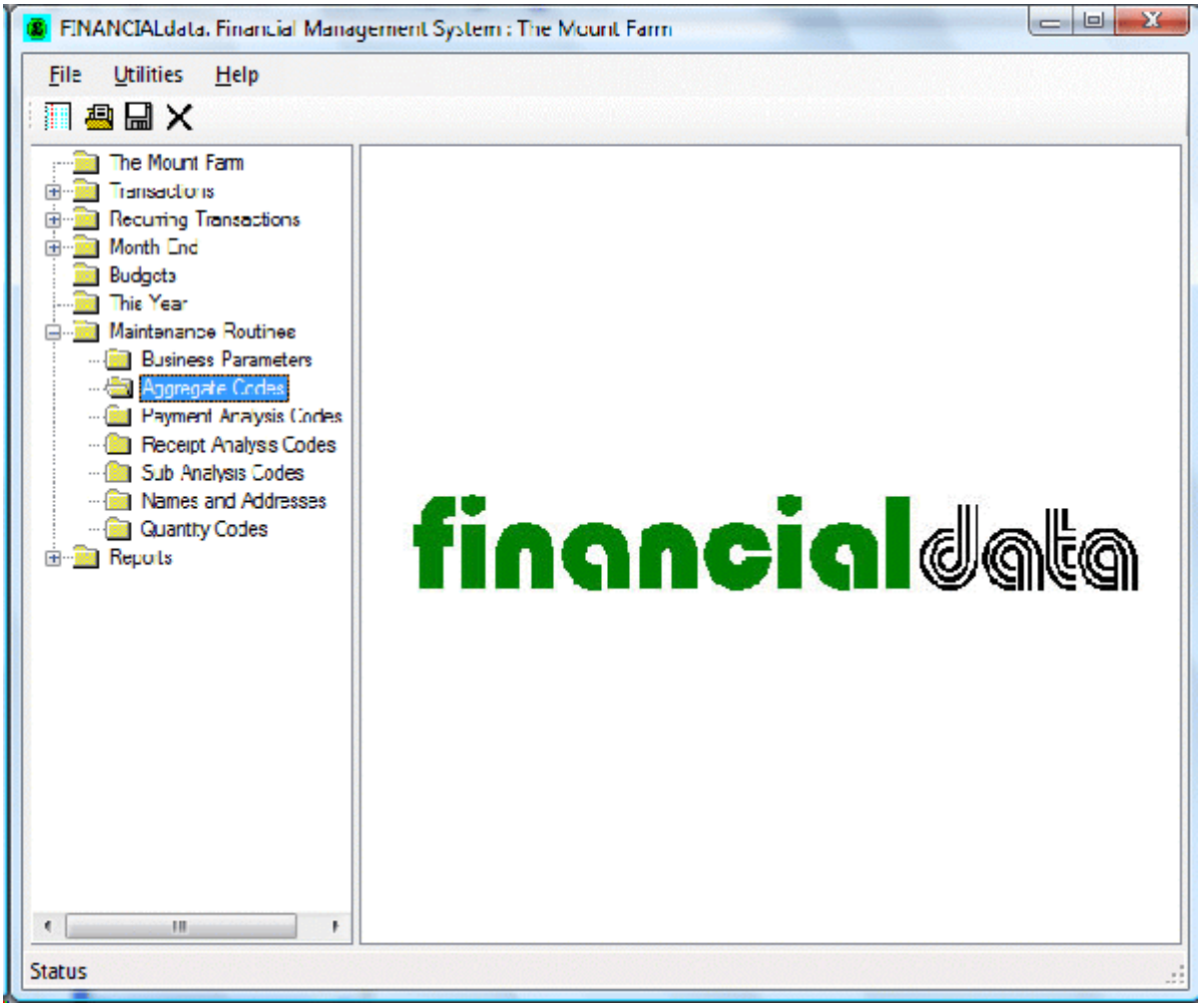
(iv) Change — Change the Address of the licenced owner of the software.

(v) About — This gives details of the Serial Number and Version Number of the program.

The images used in this manual have been generated on Windows Vista. Other versions may appear slightly different on the screen but the operation and function will be exactly the same.

CHAPTER 1 Maintenance

This section deals with the coding structure of the business and the set up details. Before any entries can be made for a business this section has to set up.



Available here are:

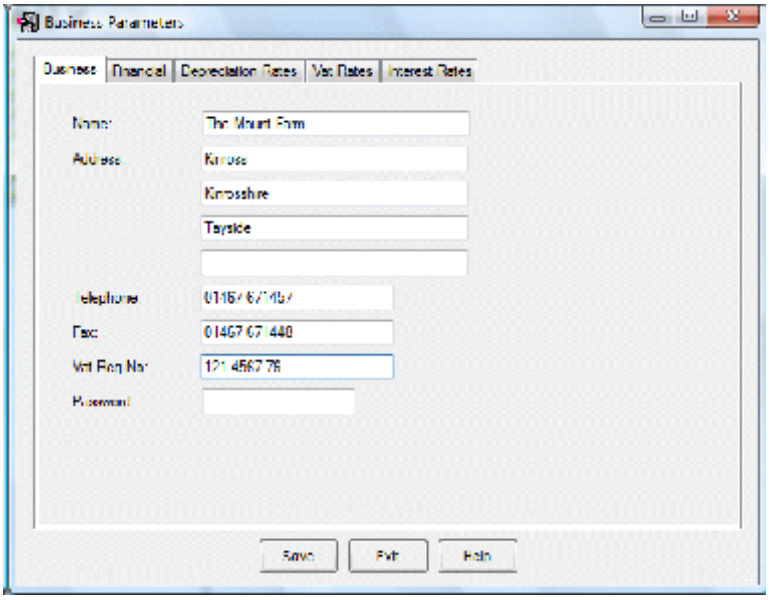
1.1 Business Parameters
1.2 Financial
1.3 Depreciation Rates
1.4 VAT Rates
1.5 Interest Rates

2 Aggregate Codes
3/4 Payments & Receipts Analysis Codes
5 Sub Analysis Codes
6 Names & Addresses
7 Quantities

Each option is described in the corresponding section in this chapter.

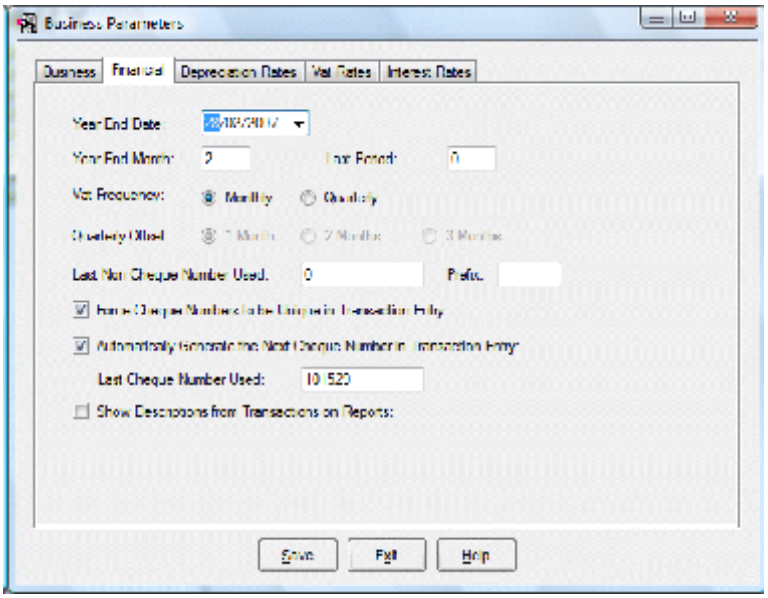
1.1.1 Business Parameters

This contains the basic details of the business such as the trading name, address and VAT Registration number.



Password can be used to restrict access to the program. It can be any length up to 10 characters. You will be asked for the password each time you open this business.

1.1.2 Financial Parameters



Last Year End Date should be the closing date of your last financial year.

Year End Month. Where your year end date is not the last day of the month you have to select which is the final month of the financial year. For example if you have a year end date of 5th April you may wish your year end month to be March. April will then be period 1 of the new year.

Last Period This is the last closed period.

VAT Frequency should be either monthly or quarterly. If set to monthly a report will be produced at every month end if set to Quarterly it is produced every third month.

Quarterly Offset only applies to quarterly VAT reports. Should be set to 1, 2 or 3 depending on the month of the financial year which starts a VAT quarter.

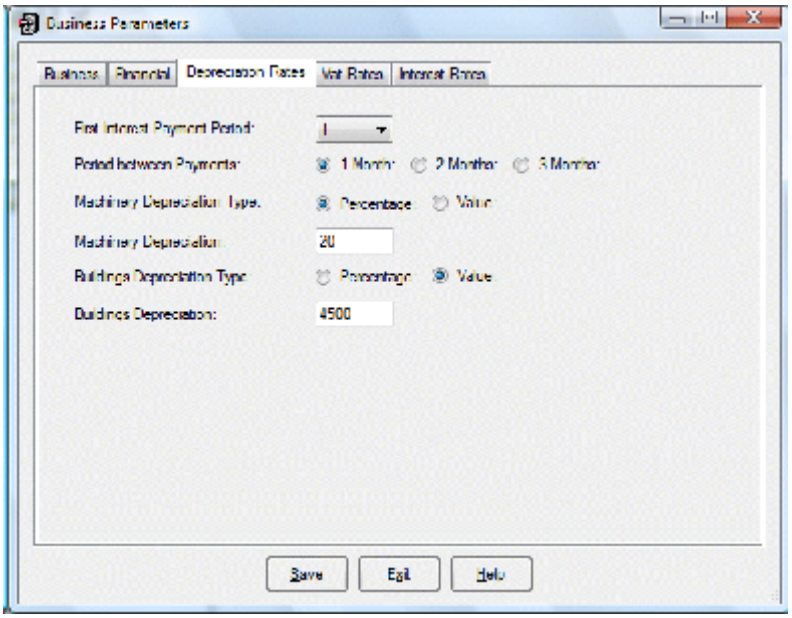
Last Non Cheque Number. This is used when posting recurring transactions. Each recurring payment transaction activated must have a unique reference number. Along with the **Prefix**, this is the number allocated to the last recurring transaction posted.

Force Cheque Numbers to be Unique. When set, duplicate cheque numbers cannot be entered in the same financial year

Automatically Generate Cheque Numbers When set cheque numbers are automatically entered in transactions incrementing one for each new entry. The last recorded number can be accessed and changed if required.

Other Description on Reports When set the description on the first page of a transaction is also shown on the analysis reports.

1.1.3 Depreciation Rates



First interest payment period is the period in the financial year that interest on overdraft is first payable. For instance if the year end month is 5 (May) and the interest is paid in June then that is the first period of the financial year. If it is paid in July then that is the second period.

Periods between interest payments indicates how often interest is paid. If quarterly it should be set to 3, if monthly it should be set to one.

Machinery Depreciation Type. If **Value** is selected a specific value can be entered for the depreciation this year. If a percentage then rate should be entered ie 20%. This will then take the opening value of machinery add to it any purchases this year and take away any sales this year. The percentage or value chosen will then be taken from this value and inserted in the profit and loss account, the remainder is the valuation of machinery in the closing balance sheet.

EXAMPLE: Opening valuation	100000.00	
+ Purchases	20000.00	
- Sales	5000.00	

Sub total	115000.00	
Less Depn. @ 20%	23000.00	(To P & L)

Closing valuation	92000.00	
	=======	

Building Depreciation Type. If **Value** is selected, a specific value is used which you enter or **Percentage** in which case you enter the % ie 10%. When % it adds 10% of value to new buildings paid this year to the Depn last year and take this into the profit and loss. The remaining value is entered as the closing value in the balance sheet.

EXAMPLE:	Purchases	20000.00
-	Grant	5000.00

	Sub total	15000.00
	Less Depn. @ 10%	1500.00

		13500.00
		========
	Opening valn.	200000.00
	Less Depn. last year	25000.00
	Less Depn. this year	1500.00

	Closing Valn.	173500.00

1.1.4 Vat Rates

The VAT rates in currently in force

1.1.5 Interest rates

The Monthly Overdraft Interest rates for the current year, either actual or projected.

1.2 Aggregate Codes.

Aggregate codes are the codes which form the base of the coding structure. They are effectively the titles for your profit and loss reports and the balance sheet. Each aggregate code can have several analysis codes assigned to it from receipts, payments or both. For example the cattle aggregate code can have analysis codes for both purchases and sales, such as Prime Heifer Sales and Prime Steer Sales on the receipts side, and Store Cattle Purchase and Cow Purchases on the purchase side. Several example coding structures are shown in Appendix A.

Some rules in the numbering of these codes have to be followed to maintain the correct structure of the reports the program produces. These should be adhered to when adding new aggregate codes to the system.

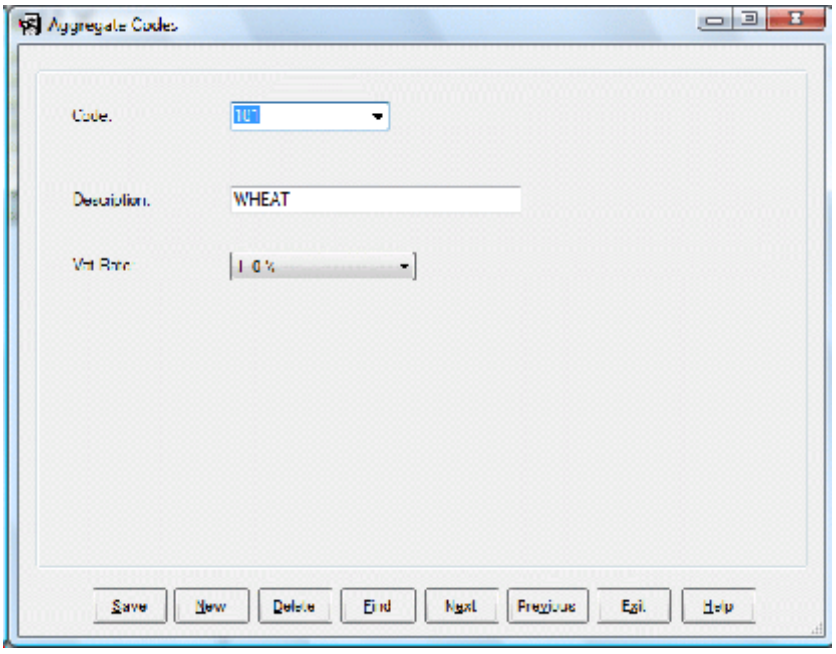
The codes must be three numbers. The following are the ranges into which each group should generally be fitted:

100 -129 Crop Sale & Purchase for Resale Codes
130 -149 Livestock Sale & Purchase Codes
150 -179 Miscellaneous Income Codes
180 -199 Other Credit Codes
200 -249 Arable Variable Cost Codes
250 -299 Livestock Variable Costs
300 -309 Labour Cost Codes
310 -329 Power Costs
330 -399 Other Overheads
700 -749 Private Income Codes
750 -799 Private Expenditure Codes
800 -899 Capital Liabilities (Balance Sheet)
900 -999 Capital Assets (Balance Sheet)

These groups should be adhered to strictly at all times unless you consult Farmdata. If these ranges do not suit your business they can be changed in consultation with Farmdata.

a) Add new codes

Be sure to choose a number which falls into the correct band as described in the previous section of this chapter.



Click **New** to add a code.

The description you give the new code will be the wording which will appear in your profit and loss account or balance sheet.

The VAT rates are as defined in Maintenance, Section 1.4, at present they are:

0 Exempt
1 Zero rate
2 17.5%
3 Not Set
4 Not set
5 Not Set
6 Not Set

This controls at the rate at which VAT is calculated in the budgeting routines if requested..

After a code has been described and VAT type selected to your satisfaction Click **Save** to add it and move to the next addition by clicking **New**. If you have no more to add click **Exit**

b. Modify Codes

Any code can be modified but it is generally not advisable to modify a code once it has been used in

the current year.

Select the code you wish to change from your list of codes. Once you have made the changes click **Save**. Any changes will apply to all entries in that business, in the past and in the future.

You cannot **Delete** a code if it has an Analysis Code attached to it. It is best to reorganise your codes after a year end before any new entries have been made.

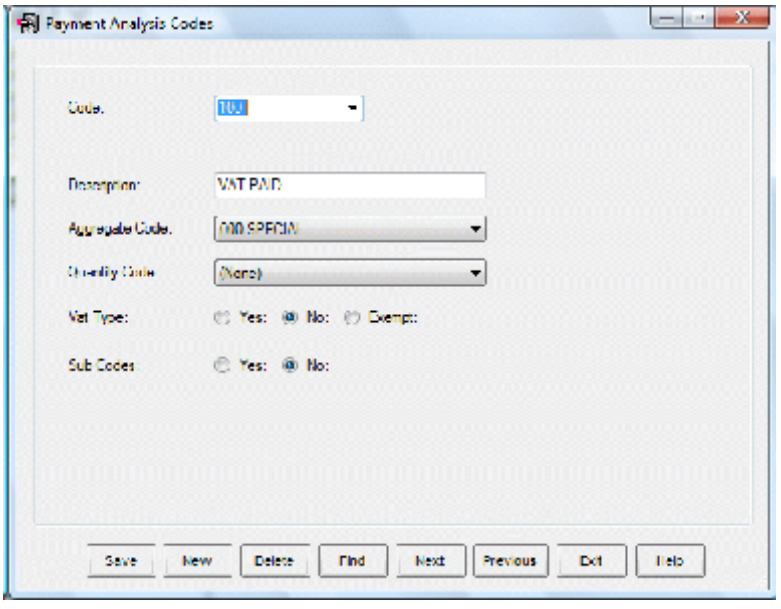
1.3/4 Payments Analysis Codes, Receipts Analysis Codes

Both Payments and Receipts are covered here as they are the same in operation. These are synonymous with the columns in your cash book. They are codes to which payments are allocated, for example fertiliser, seeds, sprays, building repairs etc.

Some codes are present in the system when created and cannot be changed. They are:

PAYMENTS		**RECEIPTS**	
100	VAT PAID	100	VAT CHARGED
101	Cash from Bank	101	Cash from Bank
102	Creditors at Start	102	Debtors at Start
103	VAT Paid to C & E 103	VAT Refunds	
104	Bank Interest	999	Receipts in Advance
999	Pre Payments		

a. Add New Codes



Codes

This is the number you have selected to add to the list. Generally three numbers, it should be chosen to fit into the existing list along with the other codes of a similar type.

Letters may also be used in codes but great care should be taken if they are. In computer language letters come after numbers, therefore any code starting with a letter will follow all those beginning with a number. For example code A11 follows code 999, 1A1 follows 199 but comes before 200. Using a letter as the third digit in a code should however not cause to much confusion.

Description

The name given to the code.

Aggregate Code

This is the aggregate code you wish the values in this analysis code to go to in the Profit & Loss account, Private Account or Balance Sheet. A drop down list of possible codes is shown from which you should select. To add a new Aggregate code at this point click on the add button (the button with three dots) at the end of the field. This opens the aggregate code section as described in (1.3) above.

Quantity Table

This is the code from the quantity table (1.8) in which entries to this code will normally be bought or sold. Select <none> if no quantity is required.

VAT Types

For purchases this is either Y or N, for receipts E for exempt is also valid. If set to Y then values posted to this code will be included in the value of purchases or sales net of VAT in the VAT report. If set to N they will not be included. For example wages and private expenditure codes would be set to N. A list is included in Appendix C for your guidance.

Sub codes

If set to Y you will have the option to enter a sub analysis code when entering values to this analysis code. If set to N this option will not be available in this analysis code.

After completing each code click **Save** to add. Click **New** to move on to the next one. When finished adding codes click **Exit.**

b. Modify Codes

It is generally not advisable to modify a code once it has been used in the current year.

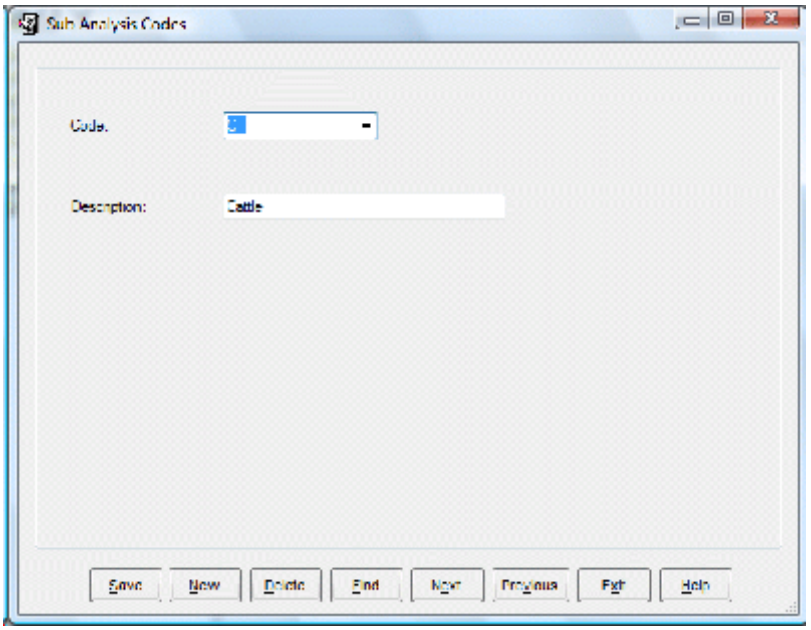
A code can be called up by its number from the drop down list or you can work through the list using **Next** and **Previous.**

When changes have been made to the code click **Save** to confirm and update and then move onto the next change.

Delete will only work if there have been no values posted to the code in the current year and there are no budget figures against it

1.5 Sub Analysis Codes

These codes are used to identify enterprises, machines, people or any item you may wish to draw out specific figures for. These work in any analysis codes which have been set up to accept sub analysis codes.

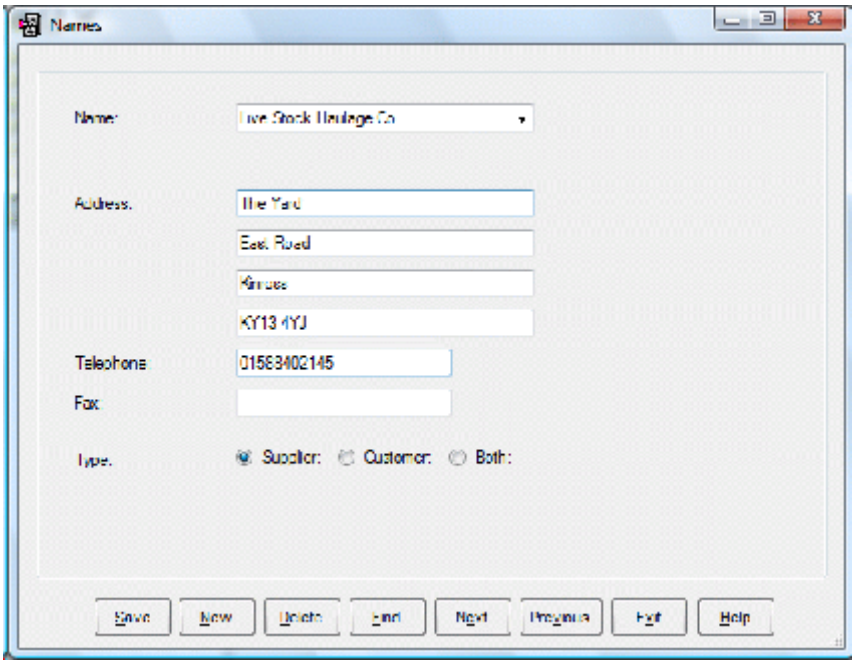


For example a sub analysis code may be set up for barley and any costs allocated to seeds, sprays or fertiliser analysis codes could be sub analysed to the code for barley. Other examples are costing individual machines within machinery repairs, costing a particular house from repairs, electricity, rates, etc.

Codes can be up to 3 digits (numbers or letters) with the description of the item. They can be added, modified or deleted in the usual way.

1.6 Names and Addresses

These are the names and addresses of the customers and suppliers used by the business. Names can be created when entering transactions by clicking the Add Button at the end of the Name list box.



a. Add new

They can be added, modified or deleted in the usual way by clicking **New**..

The type is important as it signifies whether the name is a Customer (C) (receipts only), Supplier (S) (payments only) or Both (B).

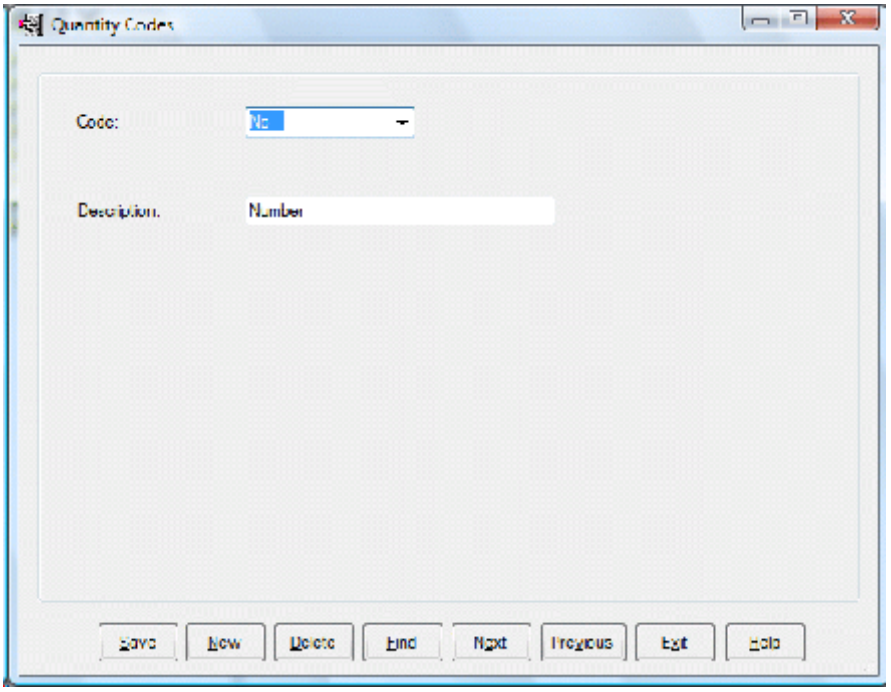
As usual when each entry is complete Click **Save** to add it.

b. Modify

Names can be called up from the drop down list or you can work through the list using **Next** and **Previous.**

1.7 Quantity Tables

This file holds the list of quantities which may be used when setting up analysis heads. Any number of quantity types can be set up, but generally 4 or 5 may be enough. Abbreviations are simply short versions of the quantity, ie T for tonnes and Kg for kilograms. Up to 4 digits are available for abbreviations.



CHAPTER 2 Transactions

This section is where all actual transactions of the cashbook are recorded.

Examples of Transactions are shown in Appendix A.

2.1 Add New Transactions

We recommend that you should already have noted the analysis codes on the documents for the entries you are about to make. This speeds up entry considerably.

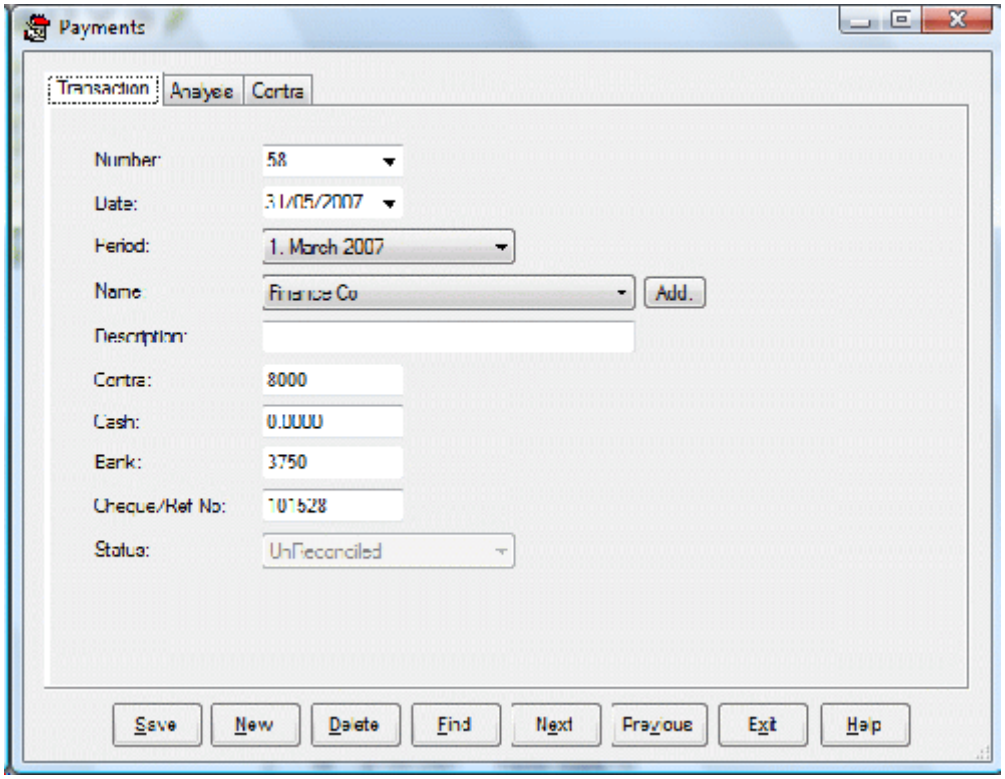
The option of the month the transaction should be entered can then be selected. This is generally the month in which payment is made or received. Three months are open at any time, thus giving the option of entering transactions into a month after some transactions have been entered for the next month.

The three months given as options are moved forward as the year progresses. This is controlled by the month end routine which closes a month. When a month is closed the VAT report is produced if it is due for that month. Transactions can no longer be entered in the closed month and the three available periods for transactions are moved forward. For instance, when the first month of the financial year, say January is closed, months February, March and April are then available.

Most transactions should be entered by reference to cheque books and bank paying in books and the associated invoices/receipts. The cheque and paying in dates, should be those used in the entry.

Direct Debit, standing orders, bank transfers etc, should be entered from the bank statement with reference to any associated invoices/receipts.

Click **New** to add a new transaction.



Number The Receipts or Payments (Transaction) Number, which appears to the upper left of the screen in every entry, should be noted on the invoices or other source documents. This is used as a reference in any later amendments to that entry and as a cross reference to the audit trail for later examination of the accounts.

Date The date is automatically set at today's date but this should be reset to the date the cheque is written, the receipt paid into the bank or the date a direct transfer appears on the bank statement. It will retain the date from entry to entry therefor when entering a batch on the same date you do not have to change each time.

Period Select the month for the entry. Only the last three months on the list can be used. Closed months appear to be greyed out and cannot be accessed when entering new transactions. Transactions are usually entered in the month of the date above i.e. the month payment is made or received.

Name The name of the person being paid or making payment should be selected from the list. If the desired name is not on the list, click on the Add button at the end of the field and fill in the detail. The Name will then be added to the available list.

Description The description line can be used for names not on the list or for a general description of the transaction.

Contra This can be either a payment when there is a net receipt (eg. commission on the sale of livestock) or a receipt when there is a net payment (eg. trade in deducted in payment for new machinery). This is essential in generating a realistic profit and loss account, and in production of a correct VAT return (as amounts must be correctly categorised as inputs or outputs).

Cash This refers to transactions into, or from, petty cash from outside the business. Note that a cash cheque would be entered as a payment from the bank, and then analysed to Cash from Bank (Analysis Code 101). The system automatically creates the (cash) receipt entry.

Bank This applies to all transactions to or from the bank, cheques, standing orders, bank charges an so on. All such transactions should be entered.

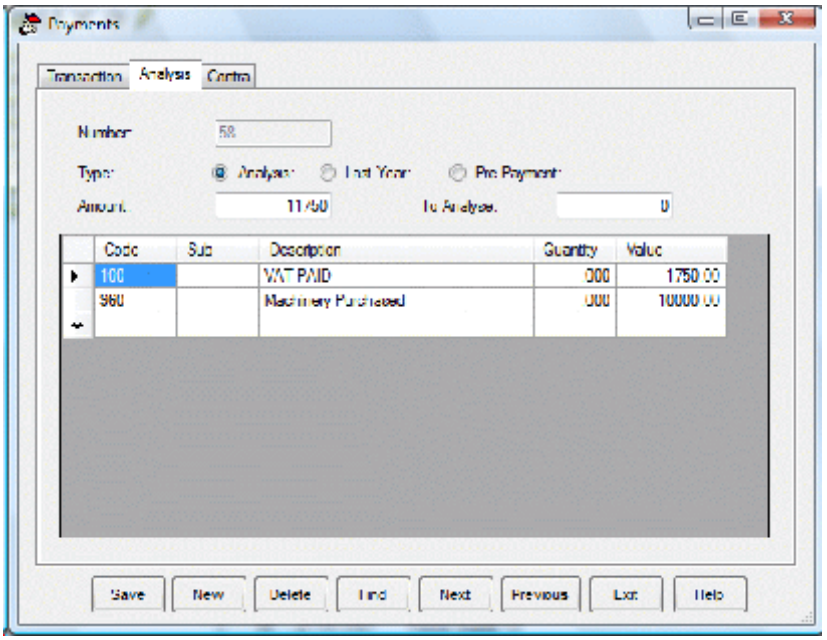
Cheque No. The system requires that each payment be given a unique reference number, this is used in the bank reconciliation to match transactions to bank statement entries. For cheques use the cheque number (or shortened part of it), for other transaction make up a reference, eg. DD1, DD2, DD3 etc for direct debits, INT1 for interest payments. These should be noted on the bank statement. Do not use 0 as a reference

Status This indicates what stage a transaction is at in the system.

When you are happy with the entry on this screen you can move on to analyse to the various analysis heads. Click either the Analyse or Contra tab, it does not matter which order this is done.

Analyse

This is the point at which you allocate the payment or receipt to the various Analysis codes you have set.



Enter the analysis code you wish to send a value to. If you are unsure which code you need type the first number of the code and press return. A list of codes will appear which you can scroll through. Highlight the one you need and press return, the code is then entered for you.

It is a good idea to get into the habit of looking for VAT and analysing it first.

Pressing return moves to the next field. If the analysis code you have entered is set to accept sub-analysis codes this will be the next entry. Enter a sub code if relevant, entering the first character will again bring up the list to select from. If not press return to move to the description field.

The analysis code title, or sub-code title, if used is entered automatically. This may be over typed with any description you wish. Press return to move to the next field.

If a quantity unit has been set up in this Analysis code you will move to the quantity field. Any relevant number can be entered or the field left blank if preferred.

Next field is the value to be posted to this Analysis code.

Once you are happy with the entries on this line you can click down to the next line.

There is no limit to the number of lines entered.

If you wish to amend a line already entered simply click back up to that line and amend it.

The computer automatically checks that the total amount analysed on this screen adds up to the total of contra, cash and bank on the first screen. This value is brought forward and shown at the top left of the screen. The amount left to analyse at any time is shown at the top right. This should be zero when finished.

You may enter lines of analysis with negative values, as in the case of a credit for goods returned which are part of the transaction.

When you have completed the analysis Click **Exit** and returns to the first screen.

Contra Analysis

If you have entered a contra value you should press **Contra** to go to the contra analysis screen. This effectively takes you to the other side of the cash book. (If the entry is a receipt, the contra goes to the payment side). You should analyse any contra amount to the relevant analysis codes as above. Again click **Exit** to return to the main screen.

When all analysis is complete Click **Save** to accept the transaction. Click **New** to enter another.

When all transactions have been entered Click **Exit** to return to the main screen.

There are two codes which when used in analysis require further entries.

a. 102 Creditors or Debtors at Start
b. 999 Pre-payments or Receipts in Advance

a. Creditors or Debtors at Start

Creditors at Start on the **Payments** side and **Debtors at Start** on the **Receipts** side identify transactions which were outstanding at the year end. They are generally for items purchased or sold last year but not paid for till this year. If such a transaction arises the value should be coded to analysis head 102. This removes it from this years profit and loss account but will include it in the cash flow.

When code 102 is used as part of an analysis further entries are required. Once the analysis page has been completed click **Last Year** and a further analysis screen is presented. The value sent to code 102 on the main analysis should now be analysed to the codes it would normally have been analysed to. (See Appendix A Example 9).

b. Pre-Payments and Receipts in Advance

These are prepayments made this year for goods to be received next year or money received this year for goods to be supplied next year.

If such transactions arise they should be posted to analysis head 999. This removes it from this years profit and loss and automatically includes it in the year you define. The value will appear in this years

cash flow.

When code 999 is used as part of an analysis further entries are required. Once the analysis page has been completed and balanced Click **Pre-Payments** this takes you to a further analysis screen. The value should be analysed to the code in which you wish it to appear. Several lines of different codes and years may be made. The Action Year entered is the year in which the financial year starts. For example if it appears in the accounts of 98/99 then entry should be 1998.

2.2 Journal Entries

These are entries which are used to correct values which have been posted to the wrong code or to adjust values from one code to another. (Appendix A Examples 4 & 5).

Here you have no value entering or leaving the business therefore we need no entry in Contra, Cash, or Bank. The description should give some relation to the original entry. You should move to the analysis screen in the usual way. We must end up with a total analysis on this screen of 0, therefore you must use positive and negative values.

Enter the code you wish to remove value from (where it was posted by mistake) and enter the values you wish to remove as negative values. Remember to use sub codes if they were used in the original entry and to use negative quantities if relevant. Enter another line of analysis to the new code using positive values. Use as much description as you need to make it clear why you are entering this journal.

2.3 Modify Transaction

This allows for the amendment of a transaction after it has been entered. There are however some restrictions on amendments.

If a transaction is in an open month and has not been used in a reconciliation it can be deleted, or amended in any way you wish or moved to another of the current open periods.

Once a transaction has been used in a bank reconciliation the entry in the bank box cannot be changed but any other detail can be changed. The entry is deemed to have been in a bank reconciliation if it has actually been reconciled with the bank or been used to calculate an adjusted balance (one of the unreconciled entries on a reconciliation report).

Once the transaction month has been closed it cannot be amended in any way.

Operation

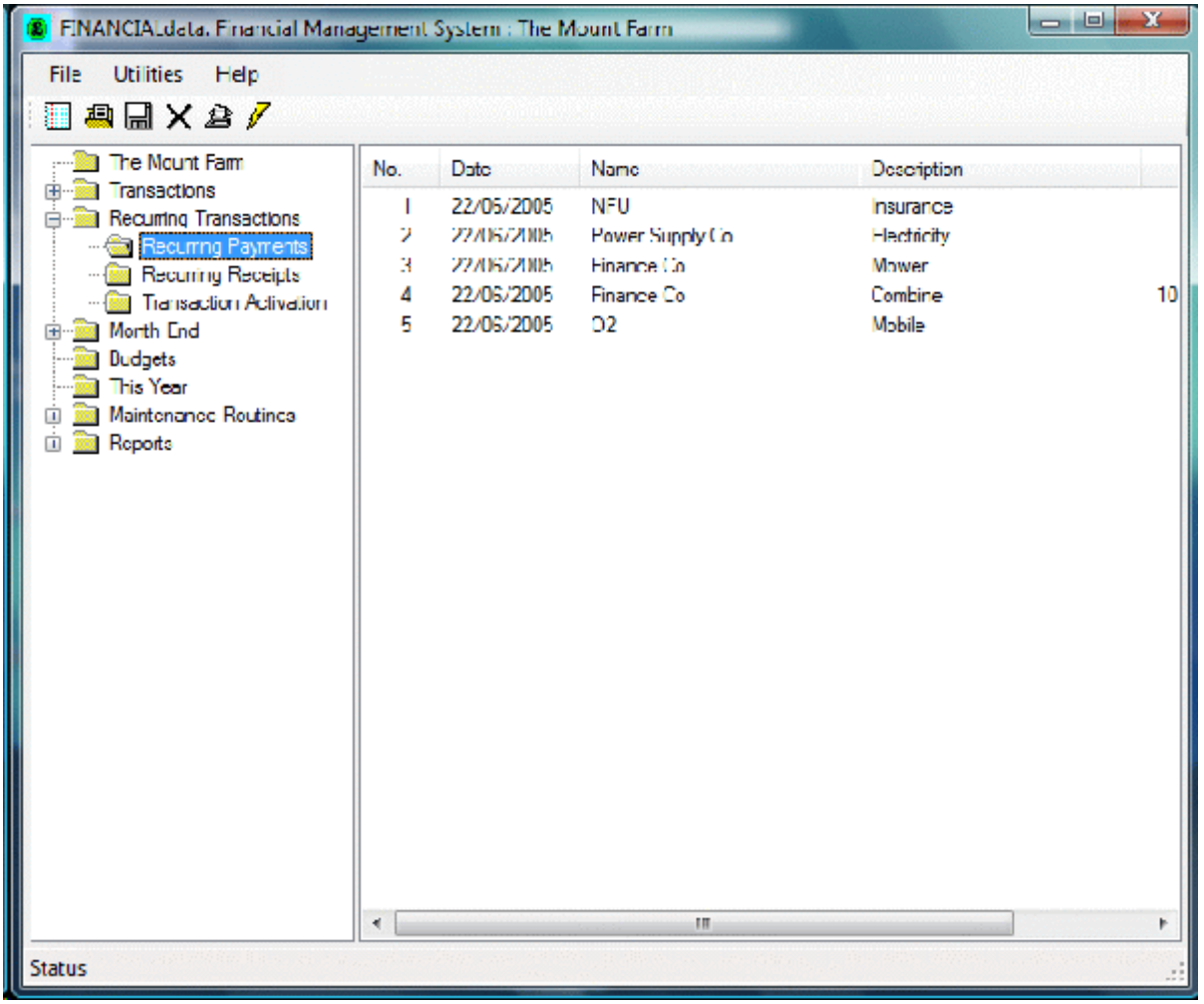
Payments or receipts can be selected, the operation is the same for both. The number of the transaction to be amended should be selected. It will then appear on the screen. It can be amended just as in the entry routine. Click **Save** to confirms the update, Click **Delete** to delete the transaction.

If **Save** and **Delete** are '**Grayed out**' then the transaction is in a closed month.

If the **Bank Value** is **'Grayed out'** the transaction has been used in a reconciliation.

Chapter 3 Recurring Transactions

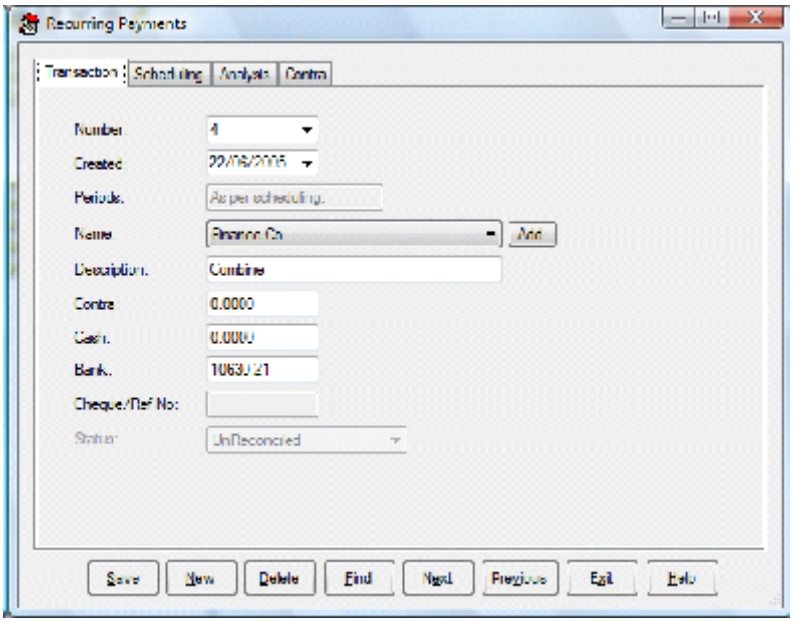
This section allows you to set up transaction which recur regularly through the year. They can then be "activated" in the relevant months as required.



It is principally designed for direct debits and credits which occur each month or at regular intervals throughout the financial year. They can also be used for entries which occur regularly for differing values, the value and analysis can be edited from the Transaction Activation screen.

3.1 Payments & Receipts

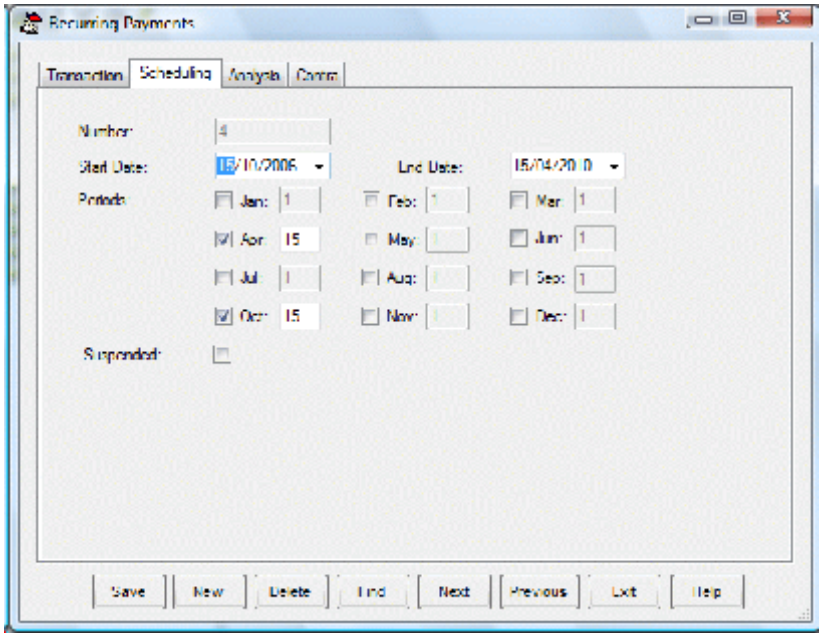
These are created in the normal way with the addition of the Scheduling Section.



Set up transaction as normal.

For Payments Cheque / Ref No. is unavailable. A reference number is allocated to each transaction as it is written into the cashbook on activation. This is a sequential number with a Prefix as set in the Maintenance->Business Parameters -> Financial section.

Scheduling



Each recurring transaction has a Start Date and an End Date. It will only appear for activation in months within this range. Thus a transaction can be scheduled for a specific time period. For example an HP agreement can be given an appropriate end date.

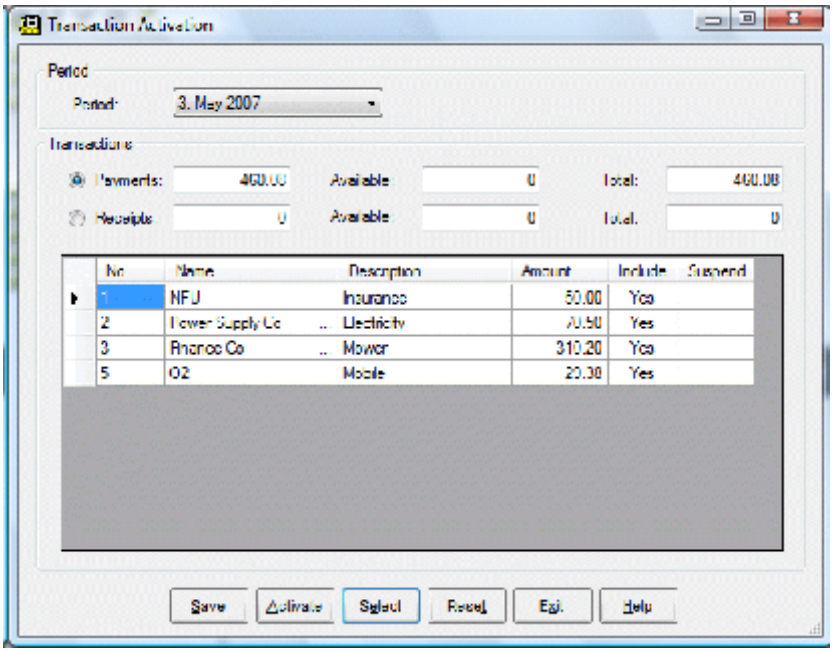
Each entry can be scheduled to occur in any period of the financial year as required and it will only appear for activation in those scheduled months. For example where a payment is quarterly then only the four appropriate periods should be ticked.

For each period scheduled a date can be entered when it should occur. This is the date which will be written into the cashbook when activated. In the above example all the debits are scheduled for the 15th of the month.

Any entry can be suspended by putting a tick in the suspend box. This will prevent it coming up for activation in any future months.

3.2 Transaction Activation

This has to be done each month to write the transactions into the cashbook.



Select the period required, only currently open periods are available. Payments or Receipts may be selected.

The scheduled transactions will be displayed for the selected period. These can be edited by clicking on the No., Name, Description or Amount. Once edited the transaction will retain the new values.

The transaction can be selected for activation by clicking in the include column. All the transaction can be selected by clicking on the Select button. They can be deselected by clicking again in the include

column.

Click in the suspend column if you want to stop this transaction from coming up in future.

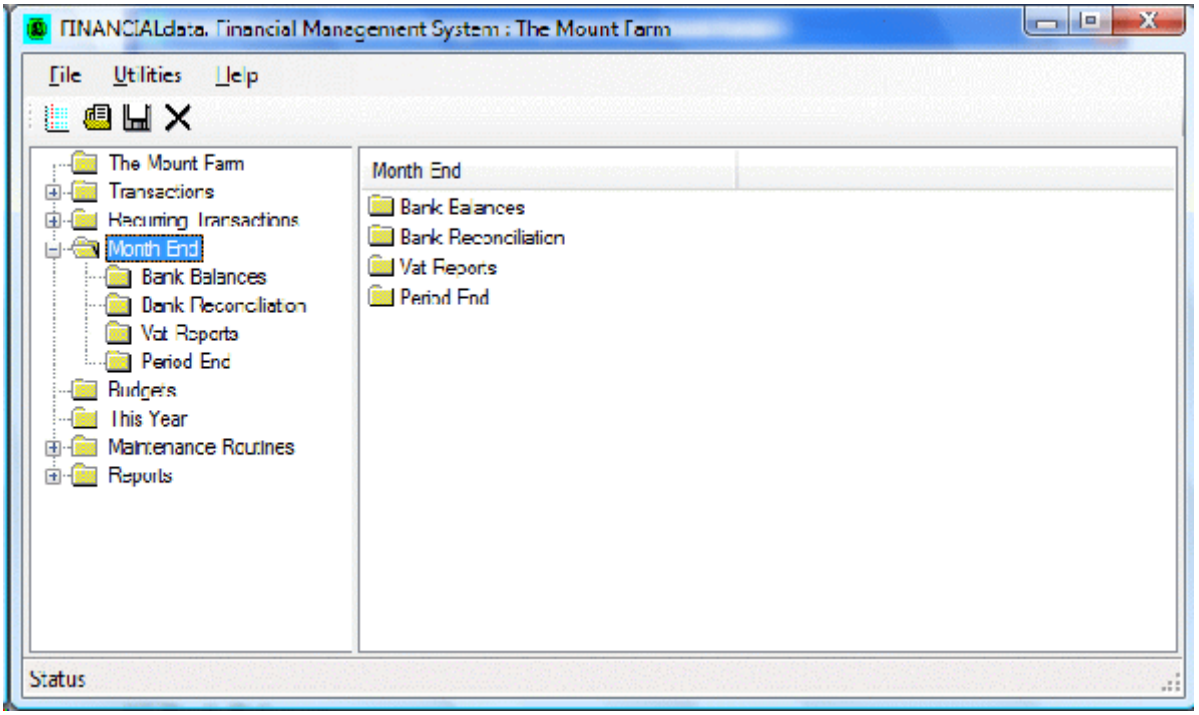
Once you are happy with the selected transaction click Activate. The selected transactions will be written into the next available numbers in the cashbook. Transactions are written in the order they are displayed on the screen. “Cheque Numbers” will be allocated as set in the Maintenance section.

It is possible to activate a transaction more than once in a period by going through the routine a second or more times. This may be required where a transaction slips over a month if is set for the last days of the month.

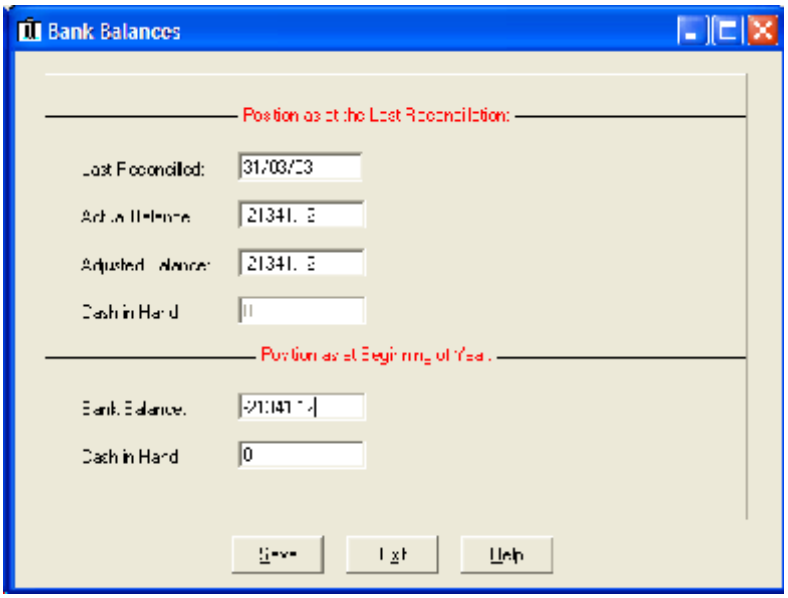
Any transaction can be deleted as normal but the transaction number will be lost.

Chapter 4 Month End

This section covers the Bank Reconciliation, the VAT reporting and the Closing of a month.



4.1 Bank Balances



This section shows you the key bank current account balances of the business. It is used initially in setting up the business and later as a reference at any time, particularly when reconciling the bank.

4.2 Setting up a New Business

When setting up a business all the bank balances should be set to the opening adjusted balance for the year. This calculated as follows.

	The Actual Opening Statement Balance =		1034.34
Less	The Unpresented Cheques at the Year End		
		Chq. No.	Value
		100435	45.21
		100436	103.54
		100439	142.14
		100440	1132.54
		100442	32.13
		100443	2350.00
	Total		3805.56
Sub Total	(1034.34 - 3805.56)		-2771.19
Plus	Undeposited Receipts at the Year End		
		Date	Value
		31/03/07	2352.19
Adjusted Balance (-2771.19 + 2352.19)			-419.00

Once this has been entered in the Bank Balances Section you can proceed to the first reconciliation.

In the first reconciliation there will be entries on the statement which are not on the computer. These are last years unpresented cheques and undeposited receipts as above. You can ignore them as far as the computer reconciliation is concerned, they have been taken into account by the opening adjusted balance.

If any cheques from last year are still unpresented at the end of the first reconciliation, the closing balance entered for the reconciliation will have to be adjusted to take them into account as above.

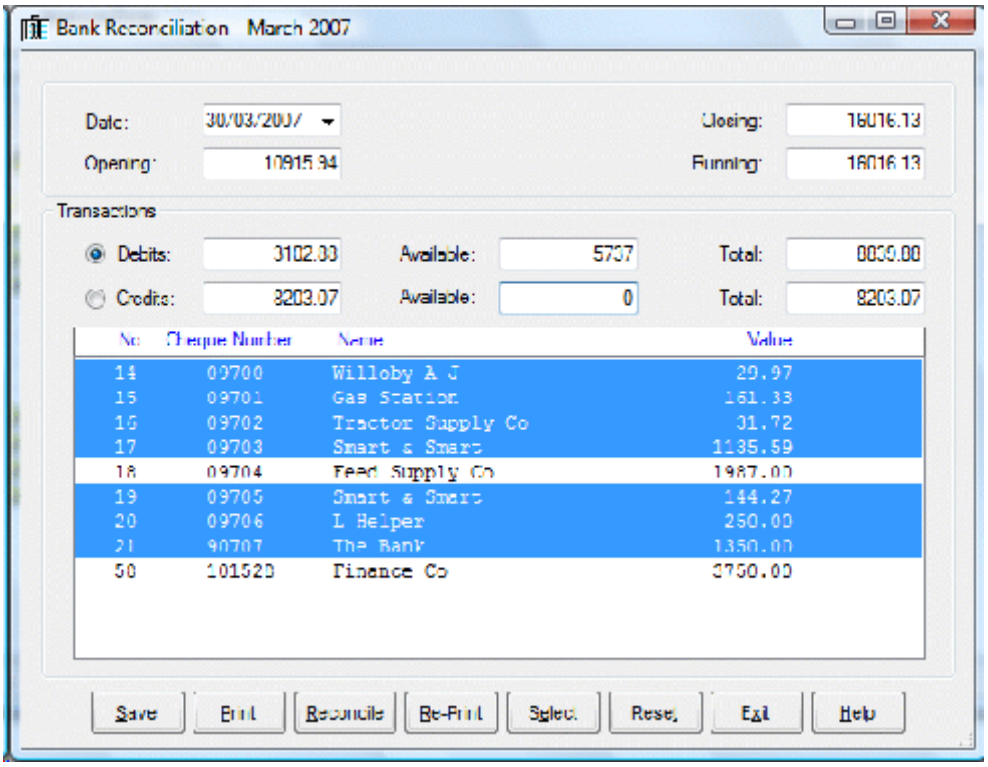
4.3 Bank Reconciliation

The purpose of a Bank Reconciliation is to:

a. Calculate an adjusted bank balance, so that you know what the balance will be once all the cheques written are presented and all the deposits cleared.
b. Check that the amounts entered as transactions agree with those that the bank processes.

As a general rule, if the bank figures disagree with the transaction figure you entered, take the bank figures as being correct. If the bank makes a later adjustment, it can be entered as a further transaction.

If there are any omissions they can be entered as new Transactions. If the figures need to be amended this can be done in Transactions.



NOTE

We advise users to reconcile the bank before closing a month. The reconciliation is a check on your figures and if a mistake is discovered in an entry once the month has been closed that transaction cannot be edited.

Reconciliation Routine

Only transactions for the first open period are available for reconciliation. The second period cannot be reconciled until the first is closed.

Enter the date that you are reconciling to. Usually the end of the month.

Enter the Closing Bank Balance from the statement on that date as the Closing Balance.

The Opening Balance is retained from the previous reconciliation. You cannot change this and it should be the opening balance on the start date of the statement for this reconciliation.

You can then choose to select either Credits Or Debits. It does not matter which you do first.

You will be shown a list of all the unreconciled entries in this period in transaction number order. Go through the statement and select all the entries on the list which are on the statement. (Click on them to highlight them.) As you select entries the running balance will change and the selected and available will change.

Select highlights all the entries on the list, clicking on an entry will then deselect it. **Reset** removes all the highlight and deselects everything.

Once you have been through the list of both credits and debits and selected all the entries on the statement the running balance (opening balance plus the selected credits ,less the selected debits) should be equal to the closing balance.

If they are not you could have:

1. Failed to select a transaction which is on the statement
2. Selected one which is not on the statement
3. Have a transaction on the statement not entered on the computer.
4. Have a transaction on the statement which does not balance that on the list.

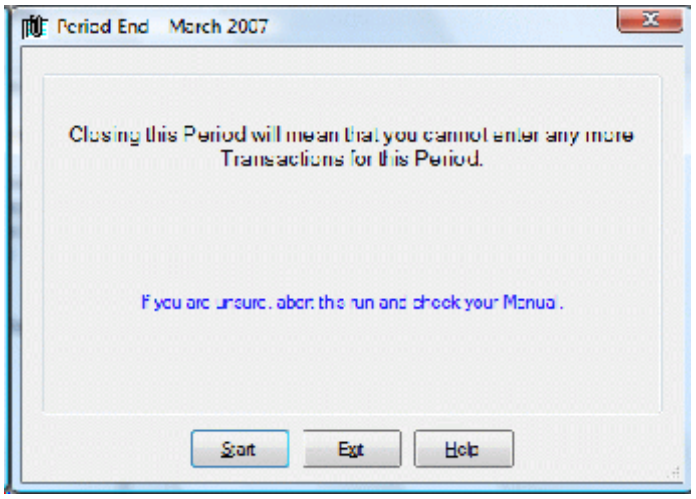
If it is one of the first two simply correct the highlighted entries on the list. If it is one of the latter two you will have to leave the reconciliation and make corrections to the transactions. Deselect the wrong transaction first and Click **Save** to save your selection. When you come back to the reconciliation the transactions previously selected will still be selected only if you have saved.

Clicking **Print** will give you a display or print of the list with those entries which have been selected flagged as **Yes**. This is a useful print when you want to crosscheck the entries with the statement.

Once the running balance and the closing balance are equal Click **Reconcile** to complete the process. This flags the selected entries as reconciled and prints the reconciliation report automatically.

Click **Re-Print** to get another copy of the last completed reconciliation.

4.4 Month End


Period End March 2007
Closing this Period will mean that you cannot enter any more Transactions for this Period.
If you are unsure, abort this run and check your Menus.
Start
Exit
Help

(Do not close Period 12 until you have read Appendices D & E. This invokes the Year End Routine.)
Select File and Copy Data if you wish to retain a copy of the Year on the Computer.

Clicking **Month End** closes the first available month thus preventing any amendments being made to transactions posted in this month. Once closed no more transactions can be entered in this month. Please consult Month End Check-list in Appendix D.

NOTE

We would strongly recommend that a Bank Reconciliation is completed for a month before it is closed. This will check that the transactions entered correspond with the Bank Statement.

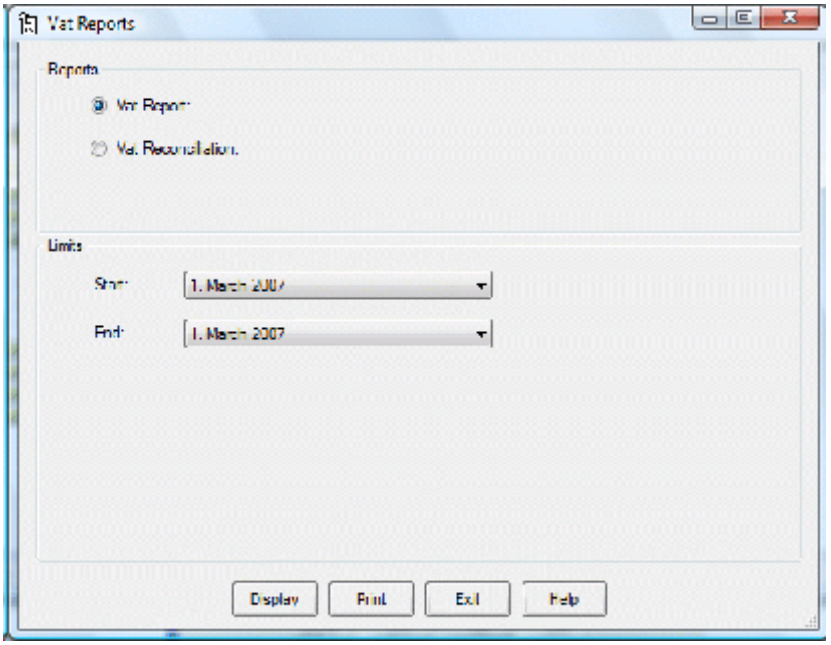
If monthly VAT Returns are made a VAT report will be produced when each month is closed. If quarterly returns are made a report is produced when closing every third month.

SPECIAL NOTE

VAT Due for Motoring Expenses. If this is to be included in the VAT Report due on closing a month this should be entered in that month. This should be a transaction, an example of which is shown in Appendix H.

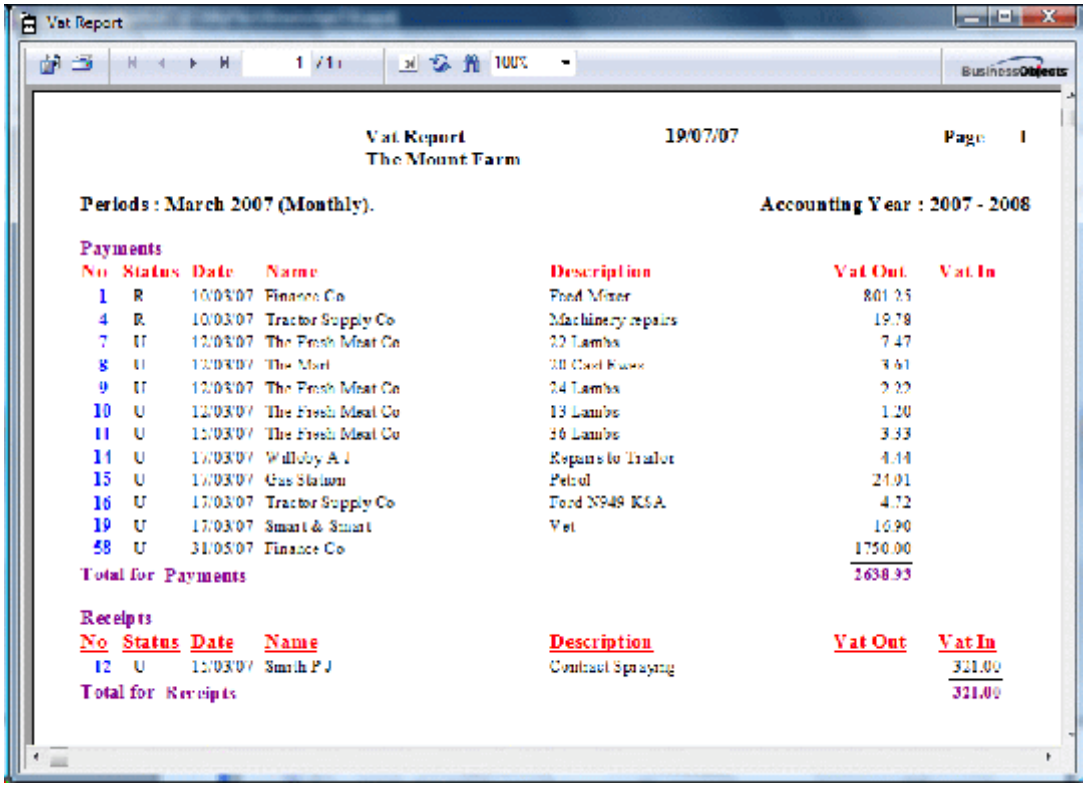
When you are happy no more entries are to be made for a month and all those already made are correct then and only then should a month be closed. On closing the first month of a year the fourth will then be available for entries and so on throughout the year, always giving three available.
Closing the 12th Month closes down the year. This should only be done when you have completed all your printouts needed for audit purposes. Once a year is closed you cannot simply go back to get information. Please consult the year end check-list in Appendix E before proceeding.

4.5 VAT Reports



VAT Report Display / Print

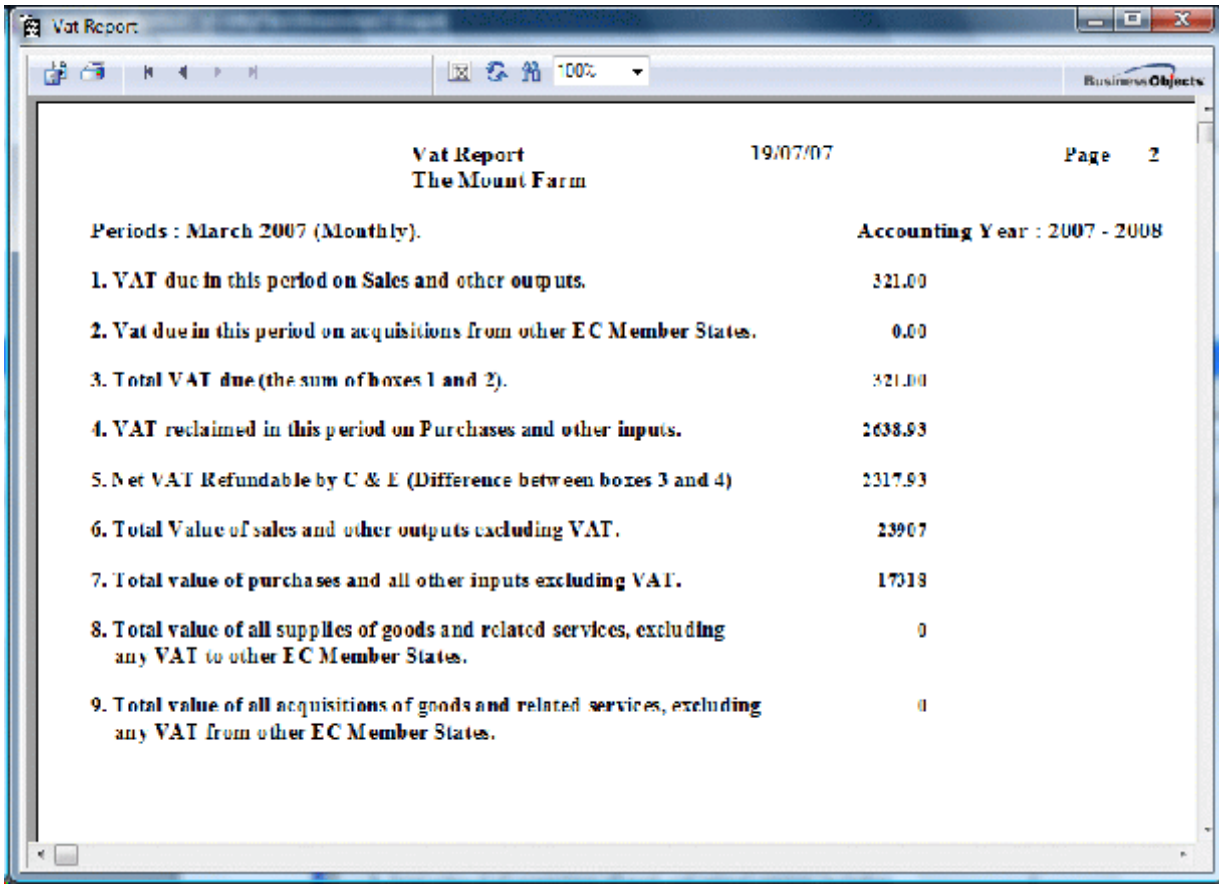
Clicking these will display or print the VAT entries and Totals for the range of months shown in the boxes. This is useful for reference, particularly for a VAT Inspection.


Vat Report
Vat Report 19/07/07 Page 1
The Mount Farm
Periods : March 2007 (Monthly). Accounting Year : 2007 - 2008
Payments
No Status Date Name Description Vat Out Vat In
1 R 10/03/07 Finance Co Ford Motor 801.25
4 R 10/03/07 Tractor Supply Co Machinery repairs 19.78
7 U 12/03/07 The Fresh Meat Co 22 Lambs 7.47
8 U 12/03/07 The Mart 30 Cast Ewes 9.61
9 U 12/03/07 The Fresh Meat Co 24 Lambs 2.22
10 U 12/03/07 The Fresh Meat Co 13 Lambs 1.20
11 U 12/03/07 The Fresh Meat Co 36 Lambs 3.33
14 U 17/03/07 Willoby A J Repairs to Trailer 4.14
15 U 17/03/07 Gas Station Petrol 21.01
16 U 17/03/07 Tractor Supply Co Ford N948 KSA 4.72
19 U 17/03/07 Smart & Smart Vet 16.90
58 U 31/05/07 Finance Co 1750.00
Total for Payments 2638.93
Receipts
No Status Date Name Description Vat Out Vat In
12 U 12/03/07 Smith P J Contract Spraying 321.00
Total for Receipts 321.00

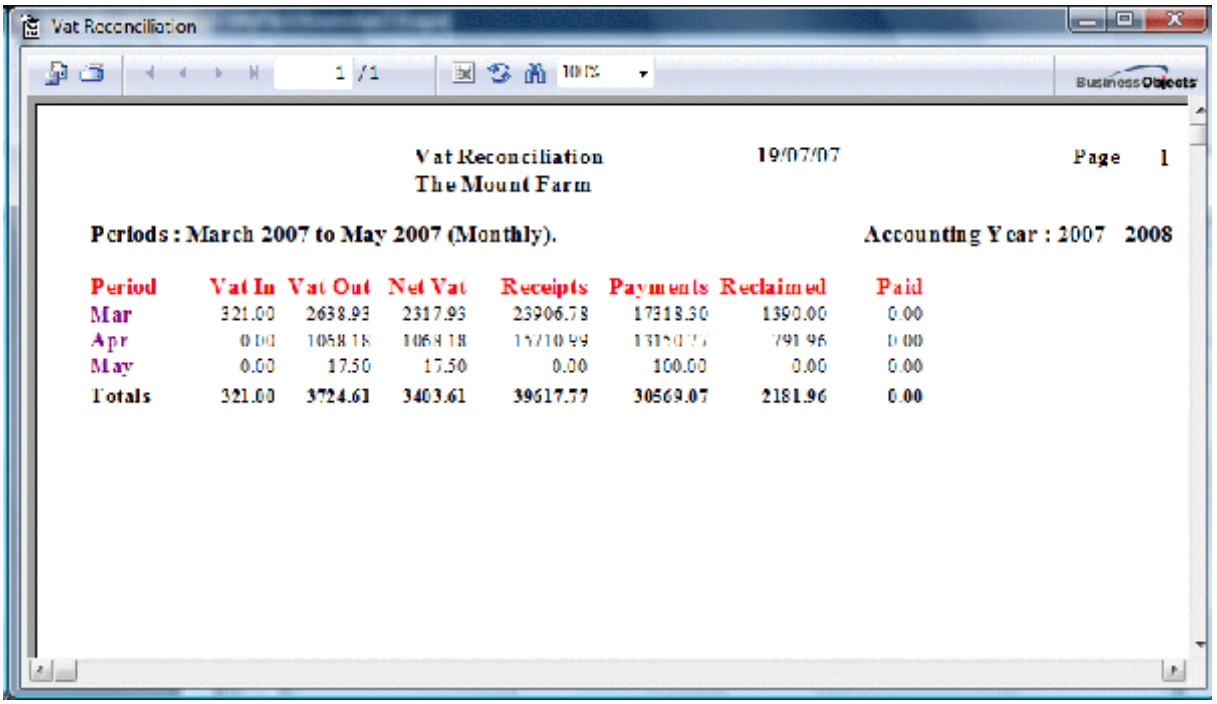
The Above is a list of all payments and receipts which had VAT in August and the value of that VAT.

This should be the values shown in the appropriate boxes on the VAT return.

The Screen below shows the Box totals for VAT return for the same month.


Vat Report
100%
Vat Report 19/07/07 Page 2
The Mount Farm
Periods : March 2007 (Monthly). Accounting Year : 2007 - 2008
1. VAT due in this period on Sales and other outputs. 321.00
2. Vat due in this period on acquisitions from other EC Member States. 0.00
3. Total VAT due (the sum of boxes 1 and 2). 321.00
4. VAT reclaimed in this period on Purchases and other inputs. 2638.93
5. Net VAT Refundable by C & E (Difference between boxes 3 and 4) 2317.93
6. Total Value of sales and other outputs excluding VAT. 23907
7. Total value of purchases and all other inputs excluding VAT. 17318
8. Total value of all supplies of goods and related services, excluding any VAT to other EC Member States. 0
9. Total value of all acquisitions of goods and related services, excluding any VAT from other EC Member States. 0

VAT Reconciliation Display / Print



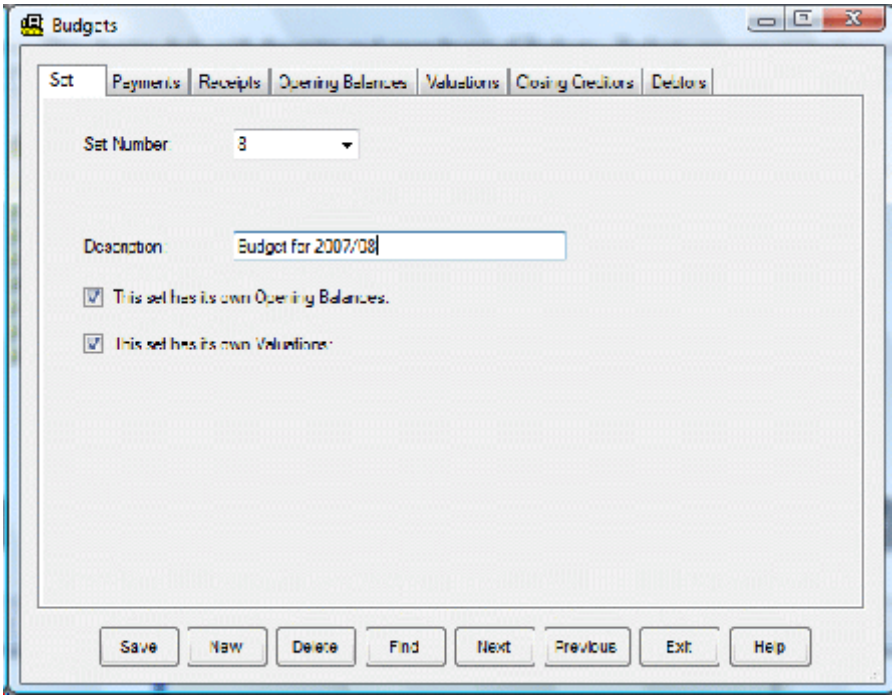
This report shows the totals from the Monthly or Quarterly VAT Reports along with what has actually been paid to or received from Customs & Excise.

Chapter 5 Budgets

This chapter deals with the entry and amendment of Budgets. Budgets are your projections of payments and receipts in the future. This section also holds Comparison sets created during the Year End routine with the closed year's actual figures.

Many different budgets can be kept on the system at any one time. One set may be your projection of the current business, another may be a "what if" budget with changes to the business, next year's budget and so on. Each Set can have its own Monthly Values for Payments and Receipts, Opening Balances, Valuations and Closing Creditors and Debtors.

The Year End routine also creates a budget set with the actual figures from the year being closed.



Each budget has a number (up to 5 numbers or letters) and a description. If the two options for using Opening Balances and Valuations are not selected the entries from the 'This Year' section will be used in any reporting.

Each set has sections for Budgeted Payments and Receipts (Values and Quantities), Opening Balances, Valuations and Closing Creditors and Debtors. This enables each set to be independent in all respects.

To add a new set click **New** and enter the Code and Description as required. Then Click **Save**. This will create a set in all the above sections.

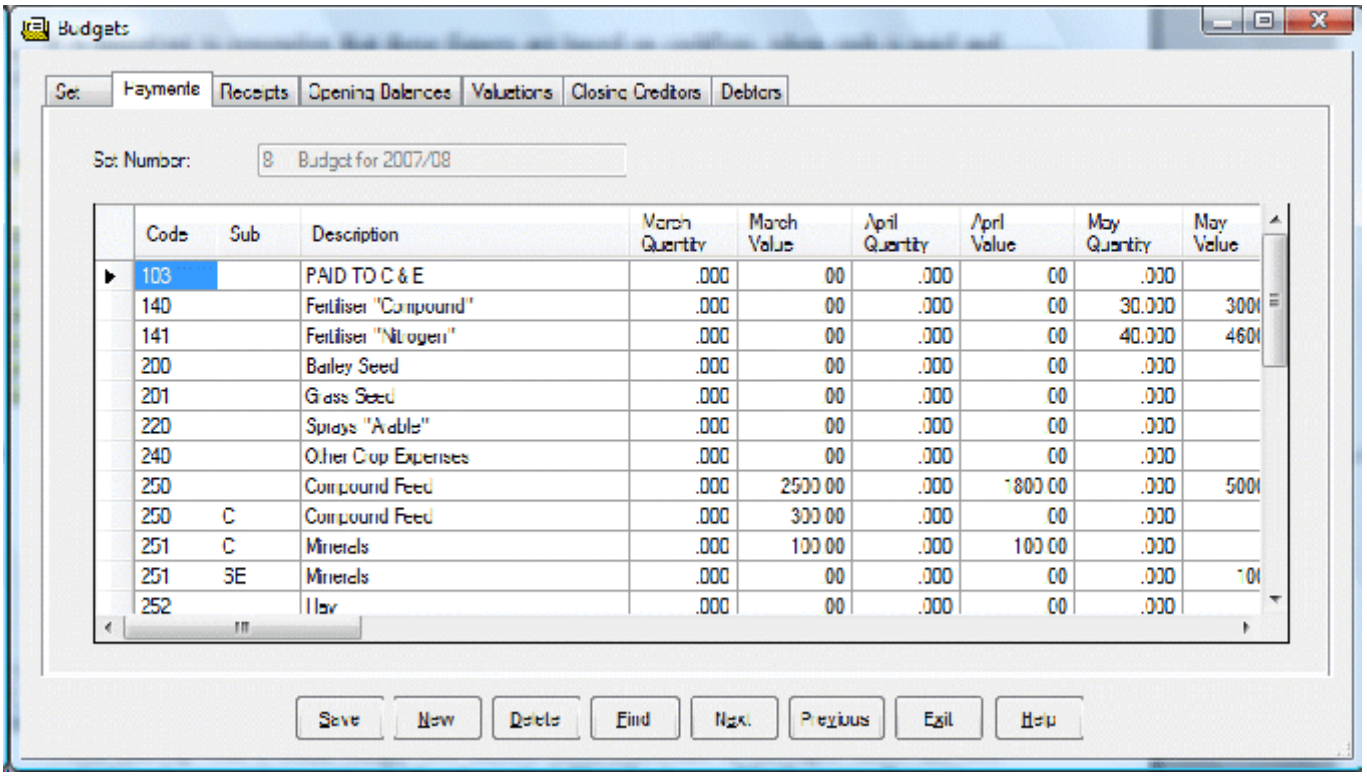
Delete will remove a complete set including all the figures in the above sections. Once deleted the set cannot be resurrected. It would all have to be manually re-entered so be careful! Budget sets which are "in use" in the Financial Calculator reporting section cannot be deleted.

5.1 Payments and Receipts

This section holds the monthly projected payments and receipts (values and quantities) for each budget.

It is important to remember that these figures are based on cashflow, when cash is paid and received and not when goods move or invoices sent and received.

When Budgets are created the budget is blank. If it has been created by the Year-End routine the budget contains the actual cash flow figures from the closed year.



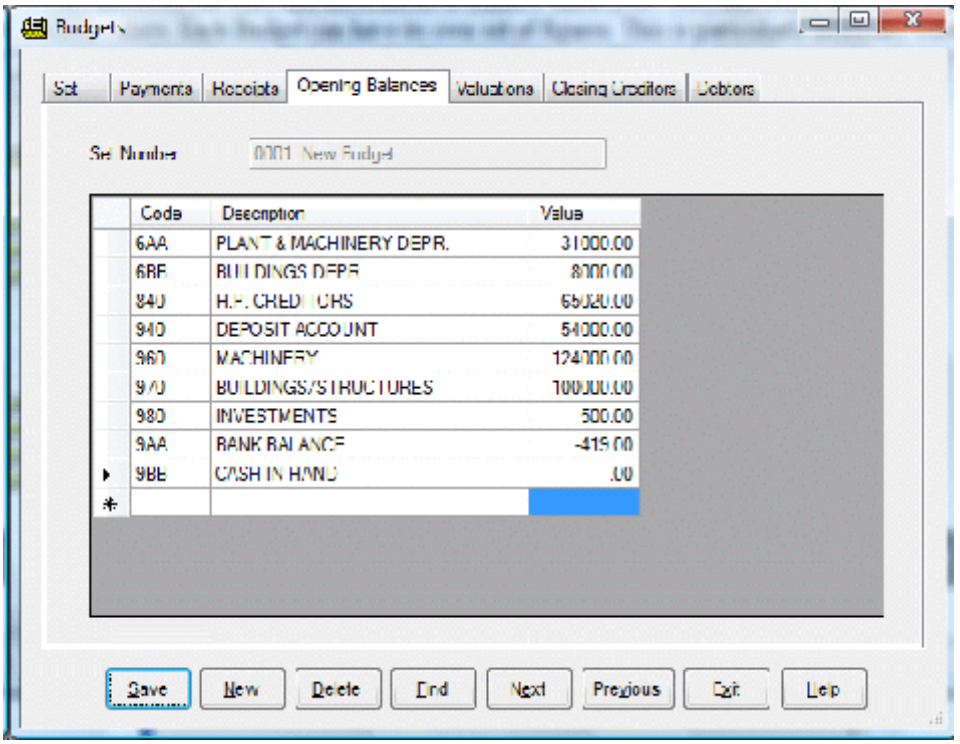
When starting with a blank budget you should select Payments or Receipts. Enter the first analysis code you wish to create a budget for in the lefthand column of the first row. Press return and the description is shown. The cursor will move to sub code if this analysis head has sub codes available. If so you may enter a sub code, again press enter and the description is shown and you move to the first month. If you do not wish to budget to sub code level leave sub code field blank. You can then continue across the columns filling the monthly values, and quantities if relevant, for that code. You will then move down to the next row and enter your next code. The codes can be entered in any order but will reshuffle into numeric order when the set is closed.

NOTE
When entering values in months remember this is the month you expect to pay or receive payment not the month in which you receive or send out the invoice.
Any Budget can be recalled and the figures amended at any time. Simply click on the value or quantity to be changed and type in the new figure.

5.2 Opening Balances

This allows for the entry and amendment of Balance Sheet (800 - 999) and (Profit and Loss 100 - 6BB) values. Each Budget can have its own set of figures. This is particularly necessary when budgeting future years. These are the figures used by the Financial Calculator as the Opening values in the Balance Sheet and comparisons in the Profit and Loss report.

Where a budget is created by the year end routine these figures are automatically generated from the start of year position. If a budget is created independently these will start as zero and you may then enter your own budgeted opening and comparison values.



Figures can be amended as required by clicking on the value. They are entered by the Aggregate Code. Four special codes are used 6AA for Last Year Machinery Depreciation and 6BB for Last Year Building Depreciation and 9AA for Opening Bank Balance and 9BB for Opening Cash Balance.

New Aggregate Code values can be added as required at the end of the list. They can be added in any order and will put into numeric order when you exit this set.

5.3 Valuations

This allows for the entry of live and dead stock values at the beginning and the end of the year. Valuations are extremely important to the proper use of the system, in that they are a crucial element in calculation of the profit and loss report and the balance sheet.

Valuations can be entered for all of the following items:

Output items (aggregate codes 100 - 199)
Variable Costs (aggregate codes 200 - 299)
Fixed costs (aggregate codes 300 - 399)

Opening valuations appear as assets in the "Last Year" balance sheet while closing valuations appear in "This Year" balance sheet.

In the profit and loss calculation, valuations have the following affects:

Gross Outputs are calculated as:

Sales, minus purchases (of Output items), minus opening valuations, plus closing valuations.

eg.	Cattle Sales	15000
	- Purchases of cattle	10000
	- Opening valuation	10000
	+ Closing valuation	12000

	Gross output	£7000

In other words the margin over purchases, plus the increase in valuations, go towards the profit of the business.

Costs (inputs) are calculated as:

Purchases, (of variable or fixed cost items) plus opening valuations (stocks) minus closing valuations.

eg.	Fertiliser Purchases	12000
	+ Opening valuation	1500
	- Closing valuation	500

	Gross input	13000

This reflects the amount actually used in this financial year by the business.

NOTE. It is important in budgeting to bear the above calculations in mind. We recommend in fact that you begin budgeting by doing physical stock reconciliations, eg. if you budget to use 130 tonnes of

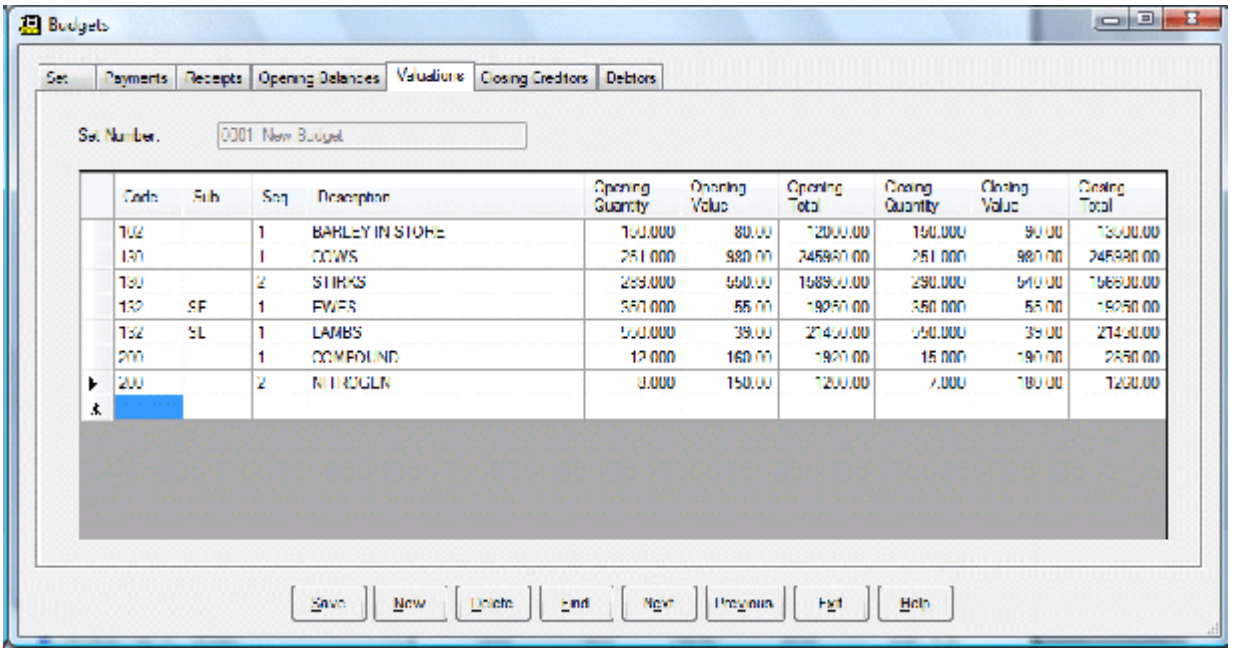
fertiliser, but already have 15 tonnes on hand and expect to keep 5 tonnes on hand at the end of the year, you will only need to purchase 120 tonnes, ie.

Purchases		120t
+ Opening stock		15t
- closing stock	5t	

Total used		130t

Then multiply these figures out by the price, eg.

120 @ £100	=	12000 = purchases
15 @ £100	=	1500 = opening valuation
5 @ £100	=	500 = closing valuation
130 @ £100	=	13000 = Gross input



Each Budget has its own set of valuations. You can sub-divide valuations, if you wish to itemise valuations which come under the same aggregate code, by giving each entry a separate code. This can be a sub-analysis code, or simply a reference number of your own choosing.
eg. Cattle valuations (aggregate code 130) could be split up as above, if separate Sub-Analysis is not applicable:

Entry Number	1 - Cows
	2 - Stirks
	3 - Bulls

There is no limit to these numbers.

Sheep above are split by Sub-Analysis code.

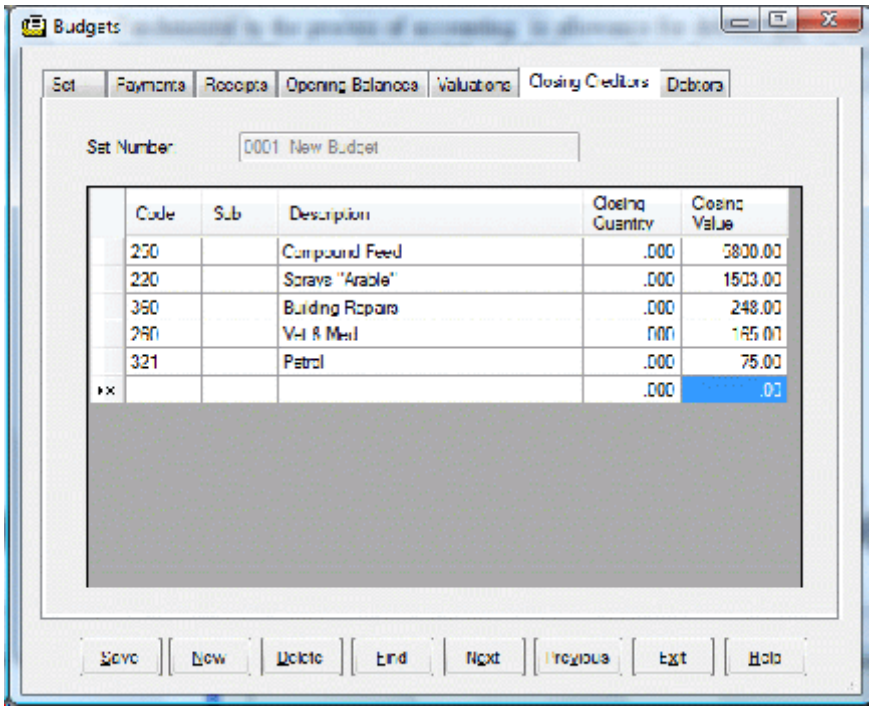
SE - Ewes

SL - Lambs

5.4 Closing Creditors & Debtors

Fundamental to the process of accounting is allowance for debtors and creditors. Opening debtors and creditors are accounted for during entry of actual transactions through the use of Analysis Code Number 102. Closing creditors and debtors however, are by definition, not involved in money transactions in the current financial year and therefore have to be entered separately.

Closing Creditors (Payments) and Debtors (Receipts)are entered as totals against each Analysis Head, rather than as individual invoices or transactions.

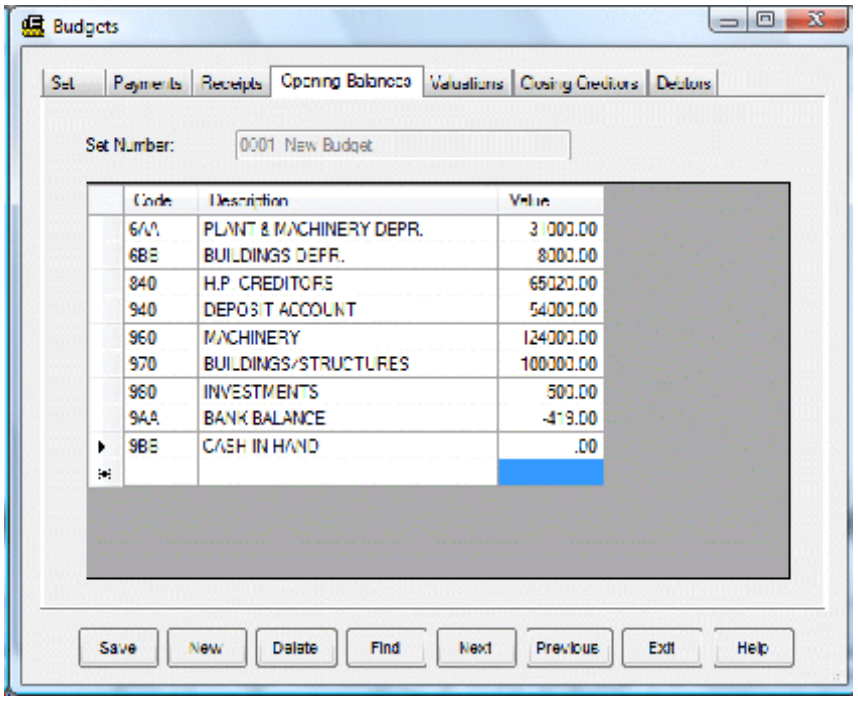


Each Budget has its own set of Creditors and Debtors. The figures will be displayed in the screen below. A new Budget Set can be added by clicking on the Add Button at the end of the box.

Figures can be amended as required by clicking on the value.

New Analysis Code values can be added as required at the end of the list. They can be added in any order and will put into numeric order when you exit this set.

Actual values for the end of the year may be taken from the entries in Months 13 and 14 to code 102. They may however not be complete as some may be still unpaid or not received by the end of month 14.



This section deals with entries which are necessary to give an accurate set of accounts for the financial year. These are used by the financial calculator to give accurate projections of Profit and Loss and Balance Sheet Values.

Creditors and Debtors are used to adjust for goods and services purchased in the year but not paid for till the next year, Valuations to take account of changes in the value of stocks on hand at the beginning and end of the year and Opening Balance Sheet figures to give an accurate Balance sheet at the end.

How you use these figures can depend on the results you want from your projections. Most users will want “Management Figures” produced rather than “Tax Figures”. Management figures tend to use Market Value as a basis for valuations. This may give a more realistic picture of the business than the use of the figures which the accountant employs for tax purposes.

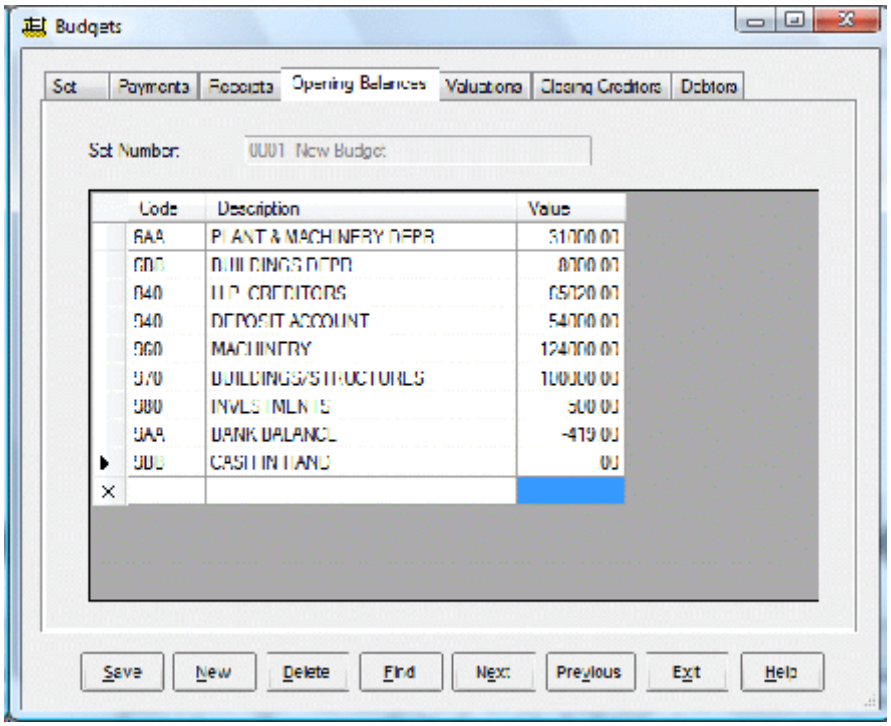
Creditors and Debtors will probably be the same in both contexts but Valuations of stock and crop may be totally different depending on the prevailing market conditions. Balance sheet figures such a machinery value, property value, investment values etc. may also vary widely from the written down value. Machinery may be written off but still have some resale value for example.

How you use the system is entirely up to you. You can of course have separate budget sets to reflect differing requirements.

6.1 Opening Balances

This allows for the entry and amendment of Balance Sheet (800 - 999) and (Profit and Loss 100 - 6BB) values. Each Budget Set has its own set of figures. These are the figures used by the Financial Calculator as the Opening values in the Balance Sheet and comparisons in the Profit and Loss report.

Where a budget set is created by the year end routine these figures are automatically generated to give the position at that year end, thus being the opening values for the next year. If a budget set is created independently these will start as zero and you may then enter your own budgeted opening and comparison values.



Figures can be amended as required by clicking on the value. They are entered by the Aggregate Code. Four special codes are used 6AA for Last Year's Machinery Depreciation and 6BB for Last Year's Building Depreciation, 9AA for Opening Bank Balance and 9BB for Opening Cash Balance

New Aggregate Code values can be added as required at the end of the list. They can be added in any order and will put into numeric order when you exit this set.

6.2 Valuations

This allows for the entry of live and dead stock values at the beginning and the end of the year. Valuations are extremely important to the proper use of the system, in that they are a crucial element in calculation of the profit and loss report and the balance sheet.

Valuations can be entered for all of the following items:

Output items (aggregate codes 100 - 199)
Variable Costs (aggregate codes 200 - 299)
Fixed costs (aggregate codes 300 - 399)

Opening valuations appear as assets in the "Last Year" balance sheet while closing valuations appear in "This Year" balance sheet.

In the profit and loss calculation, valuations have the following affects:

Gross Outputs are calculated as:

Sales, minus purchases (of Output items), minus opening valuations, plus closing valuations.

eg.	Cattle Sales	15000
	- Purchases of cattle	10000
	- Opening valuation	10000
	+ Closing valuation	12000

	Gross output	£7000

In other words the margin over purchases, plus the increase in valuations, go towards the profit of the business.

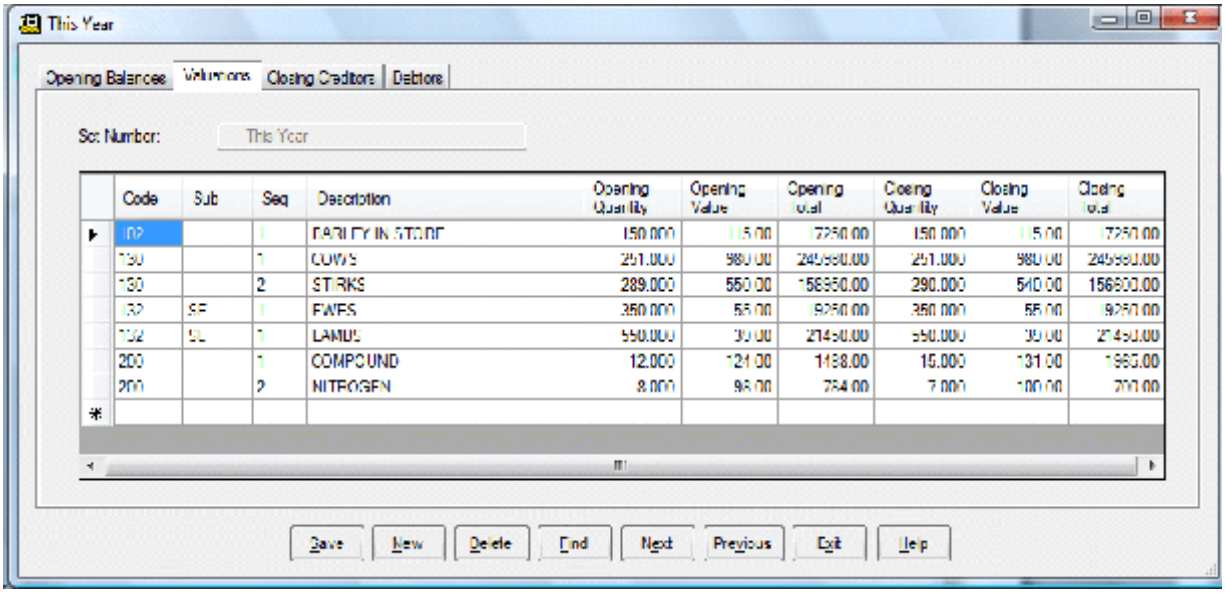
Costs (inputs) are calculated as:

Purchases, (of variable or fixed cost items) plus opening valuations (stocks) minus closing valuations.

eg.	Fertiliser Purchases	12000
	+ Opening valuation	1500
	- Closing valuation	500

	Gross input	13000

This reflects the amount actually used in this financial year by the business.



You can sub-divide valuations, if you wish to itemise valuations which come under the same aggregate code, by giving each entry a separate code. This can be a sub-analysis code, or simply a reference number of your own choosing.
eg. Cattle valuations (aggregate code 130) could be split up as above, if separate Sub-Analysis is not applicable:

Entry Number 1 - Cows
2 - Stirks
3- Heifers

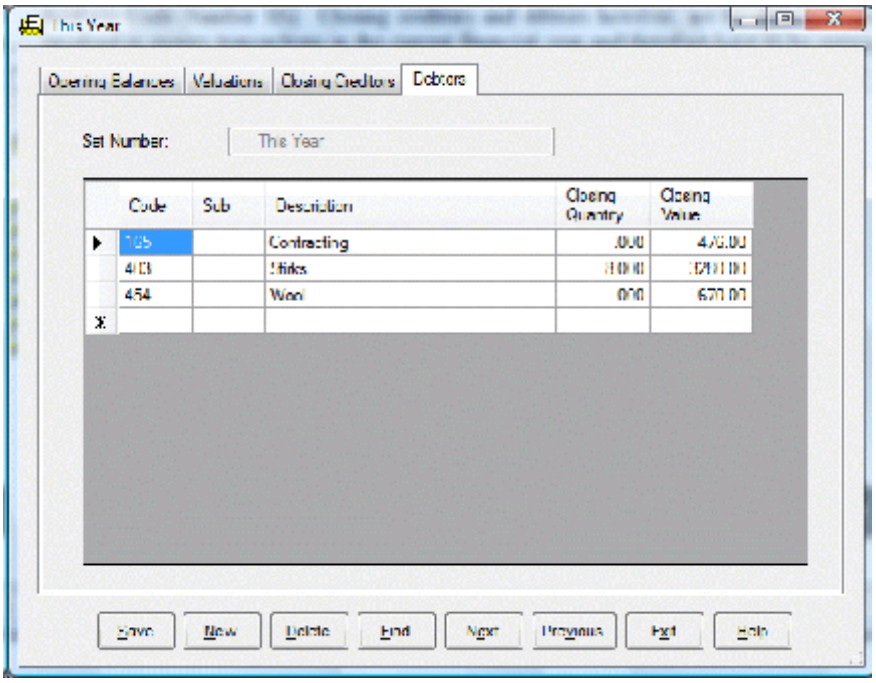
There is no limit to these numbers.

Sheep above are split by Sub-Analysis code.
SE - Ewes
SL - Lambs

6.3 Closing Creditors & Debtors

Fundamental to the process of accounting is allowance for debtors and creditors. Opening debtors and creditors are accounted for during entry of actual transactions through the use of Analysis Code Number 102. Closing creditors and debtors however, are by definition, not involved in money transactions in the current financial year and therefore have to be entered separately.

Closing Creditors (Payments) and Debtors (Receipts)are entered as totals against each Analysis Head, rather than as individual invoices or transactions.



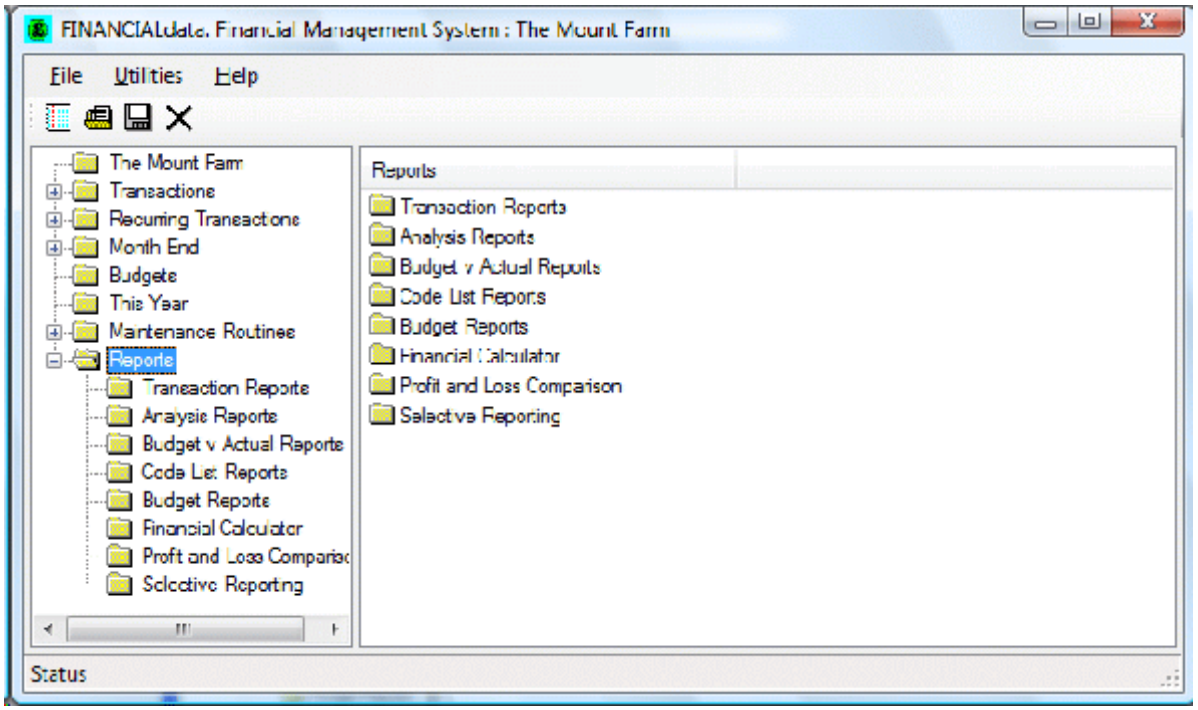
Figures can be amended as required by clicking on the value.

New Analysis Code values can be added as required at the end of the list. They can be added in any order and will put into numeric order when you exit this set.

Actual values for the end of the year may be taken from the entries in Months 13 and 14 to code 102. They may however not be complete as some may be still unpaid or not received by the end of month 14.

Chapter 7 Reports

This chapter describes the various reports which can be produced by the system. These are broken into eight different options described below.

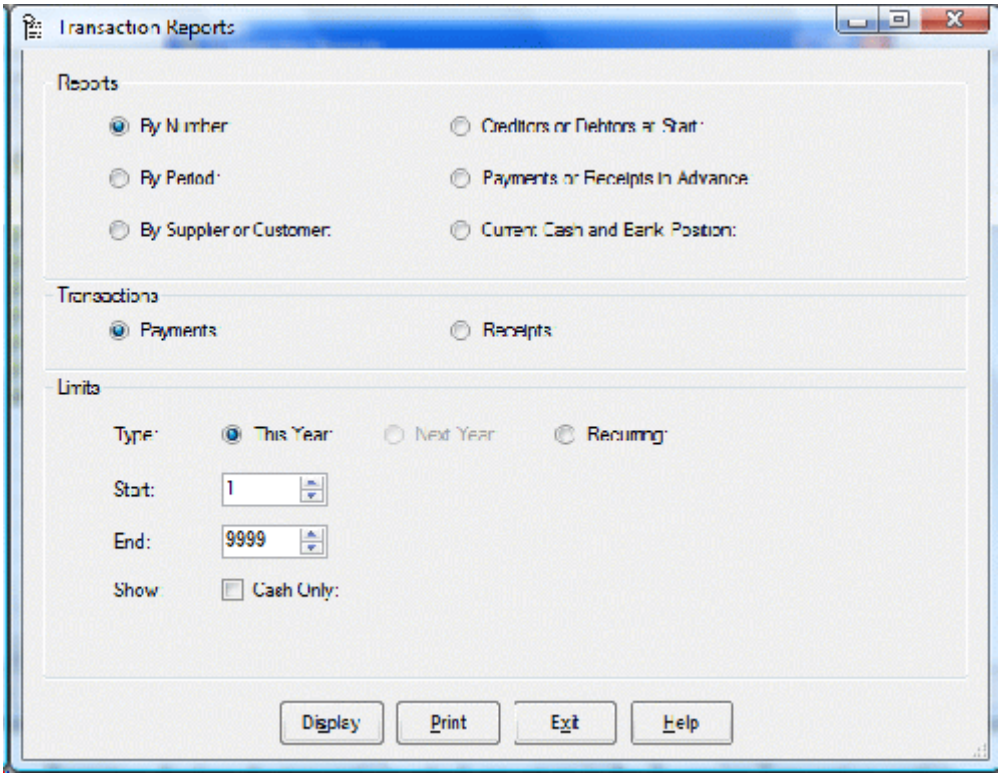


Common to all Screen reports are some Button Controls on the Screen Display.
At the top left is the Print button which sends the displayed report to the printer.
The Envelope button exports the displayed report to file. This may then be imported into other applications.
The Refresh button (lightning symbol) refreshes the report if the data has been changed. The next box shows the magnification factor, this is usually set at 100% but can be changed to magnify or compress what is shown on the screen or printer, or it can be made to fit the page width or the whole page.
Next is shown which page of the report is on the screen. At each side are start and end page buttons, inside these are page forward and back buttons.
The blank box with Binoculars icon next to it is for searching . For example, it can be used for searching for a particular animal. Enter the required characters, click on the Binoculars button and the first item containing the characters chosen will be outlined, click again and the next item containing those characters will be shown.
The side scroll bar allows you to scroll up and down the report and the bottom scroll bar from side to side.

Reports on the various headings shown in the Options Box can be printed or shown on the screen. The screen displays are exactly the same as the printed reports. Printed reports can be created directly from the screen display. If you have a colour printer the reports will print in the same colours as the screen display.

7.1 Transaction Reports

This produces reports at the various transaction levels.



Type is either from the Payment or Receipt side of the cashbook.

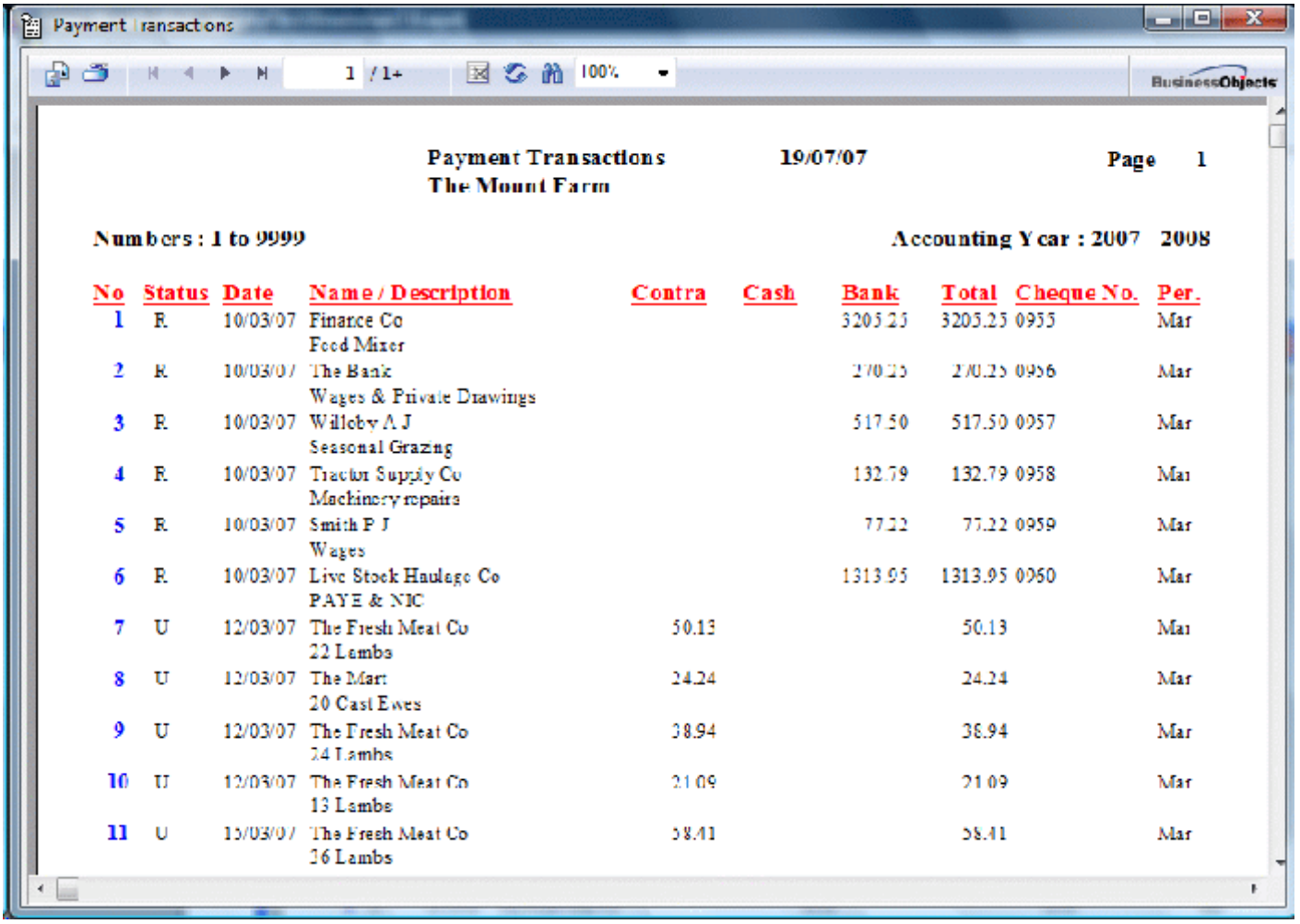
Next Year only becomes available at the end of a financial year when the opening months of the next year are available for posting.

Recurring displays the transactions which are set up in the Recurring Transaction section.

The Limit works on either a number range, a period range or a name range.

Clicking in the Cash Only box will only report transactions with cash entries.

Transaction Report by Number



Payment Transactions **19/07/07** **Page 1**
The Mount Farm

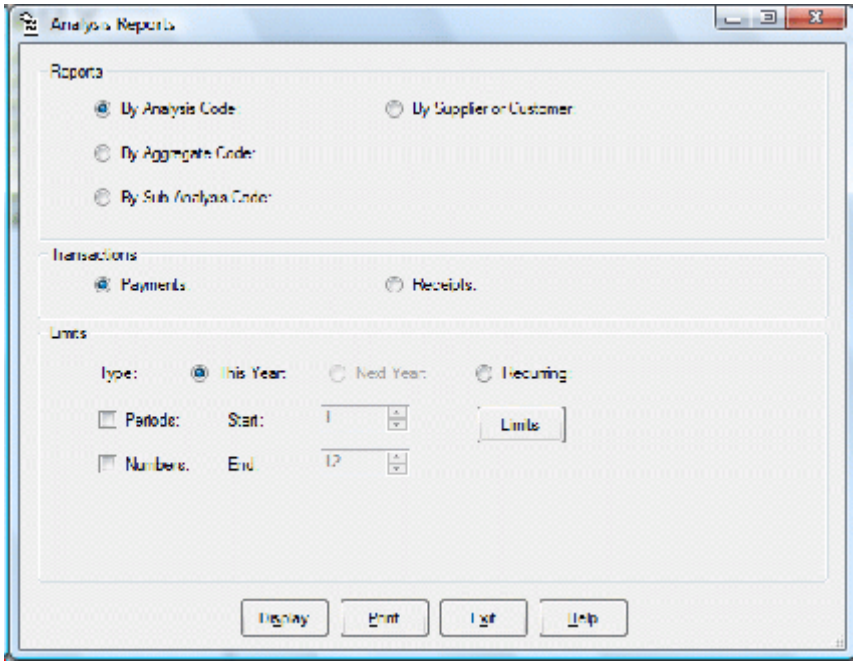
Numbers : 1 to 9999 **Accounting Year : 2007 2008**

No	Status	Date	Name / Description	Contra	Cash	Bank	Total	Cheque No.	Per.
1	R	10/03/07	Finance Co Feed Mixer			3205.25	3205.25	0955	Mar
2	R	10/03/07	The Bank Wages & Private Drawings			270.25	270.25	0956	Mar
3	R	10/03/07	Willeby A J Seasonal Grazing			517.50	517.50	0957	Mar
4	R	10/03/07	Tractor Supply Co Machinery repairs			132.79	132.79	0958	Mar
5	R	10/03/07	Smith P J Wages			77.22	77.22	0959	Mar
6	R	10/03/07	Live Stock Haulage Co PAYE & NIC			1313.95	1313.95	0960	Mar
7	U	12/03/07	The Fresh Meat Co 22 Lambs	50.13			50.13		Mar
8	U	12/03/07	The Mart 20 Cast Ewes	24.24			24.24		Mar
9	U	12/03/07	The Fresh Meat Co 24 Lambs	38.94			38.94		Mar
10	U	12/03/07	The Fresh Meat Co 13 Lambs	21.09			21.09		Mar
11	U	12/03/07	The Fresh Meat Co 26 Lambs	38.41			38.41		Mar

Transaction Report By Period

Payments By Period
1 /1+
100%
Business Objects
Payments By Period 19/07/07 Page 1
The Mount Farm
Periods : 1 to 12 Accounting Year : 2007 - 2008
No Status Date Name / Description Contra Cash Bank Vat Code Value
Period 1 : Mar
1 R 10/03/07 Finance Co
Feed Mixer 102 2404.00
0955 3205.25 801.25 100 801.25
2 R 10/03/07 The Bank
0956 Wages & Private Drawings 270.25 300 1925
700 211.00
3 R 10/03/07 Willoby A J
0957 Seasonal Grazing 517.50 255 517.50
4 R 10/03/07 Tractor Supply Co
0958 Machinery repairs 132.79 310 113.01
19.78 100 19.78
5 R 10/03/07 Smith P J
0959 Wages 77.22 300 77.22
6 R 10/03/07 Live Stock Haulage Co
0960 PAYE & NIC 1313.95 300 1313.95
7 U 12/03/07 The Fresh Meat Co
22 Lambs 50.13 410 42.66
7.47 100 7.47
8 U 12/03/07 The Mart
20 Cast Ewes 3.61 100 3.61
24.24 410 20.63
9 U 12/03/07 The Fresh Meat Co
24 Lambs 38.94 410 36.72
2.22 100 2.22
10 U 12/03/07 The Fresh Meat Co

7.2 Analysis Reports



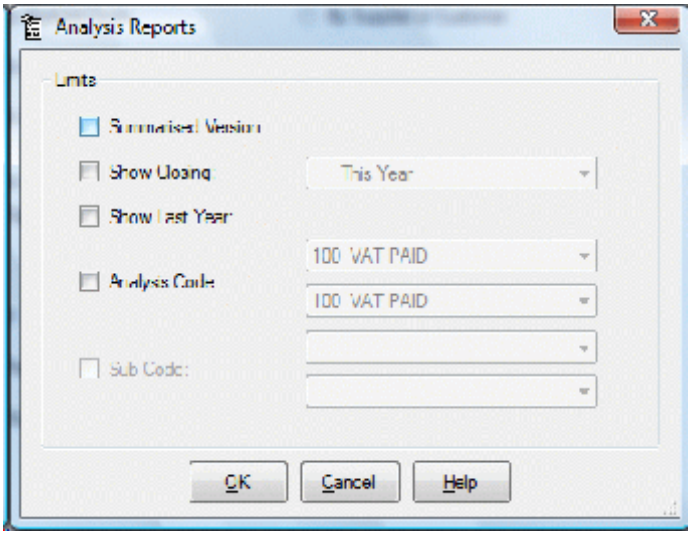
The various levels of code can be selected. Payments or Receipts can be selected.

Next Year only becomes available at the end of a financial year when the opening months of the next year are available for posting.

Recurring displays the transactions which are set up in the Recurring Transaction section.

Limits can be set the Period or Transaction Number. This can be a range or a single period or number.

Other Limits can be set on any of the reports by clicking the Limits Button..



Summarised Version Only the total value in each codes are shown, the individual analysis entries are not.

Show Codes with No Trans Codes with no analysis entries are shown also.

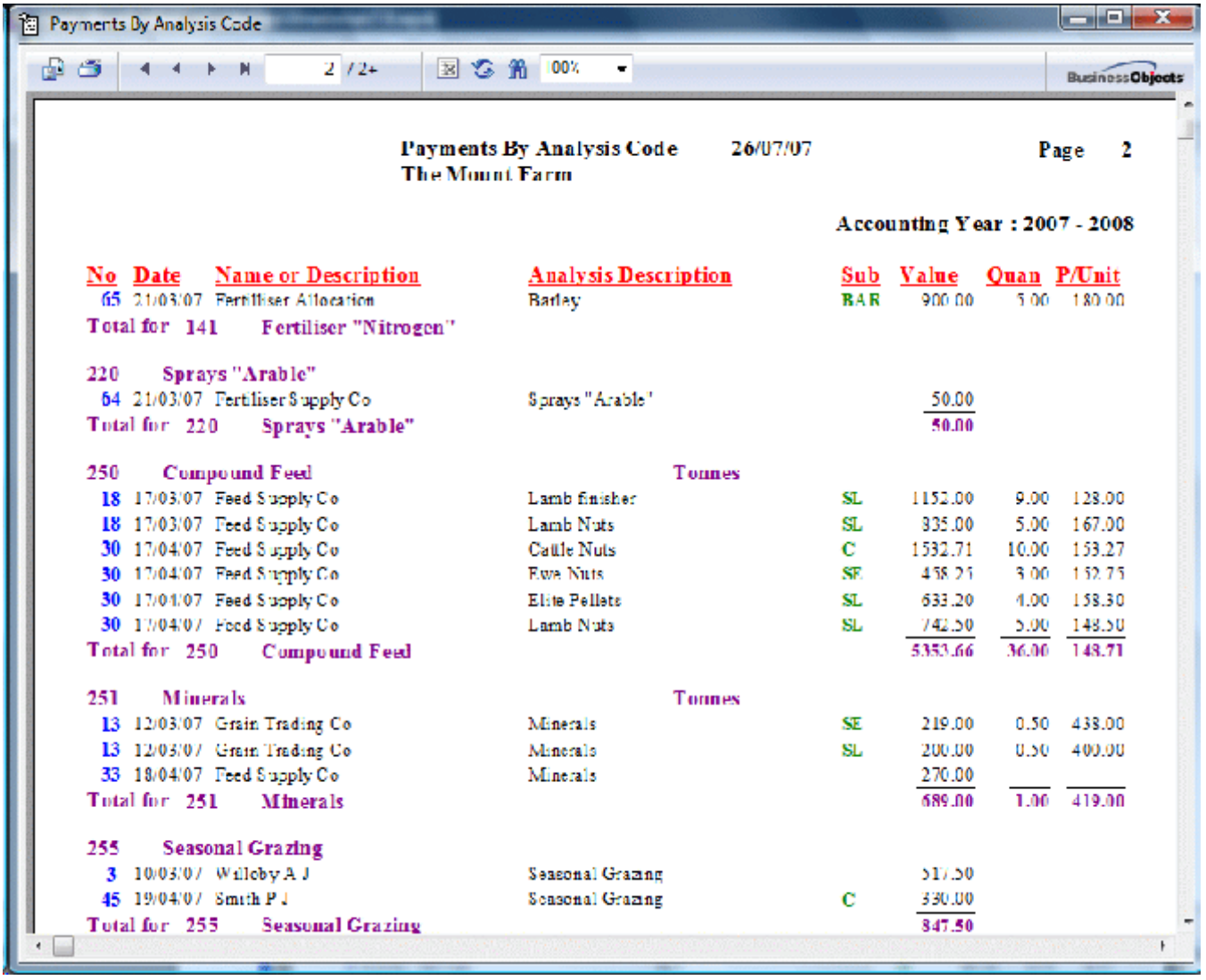
Show Closing If Closing Creditors And Debtors have been entered these will be shown as totals at the end of the each code. A Budget set will have to be selected as the source of these figures.

Show Last Year Any entries which have been coded within Code 102 will be picked up and shown at the end of the appropriate code.

Analysis This is used to restrict the list if required. For example you may only want one or a range of codes or names.

Sub Code Only applies to a Sub Analysis Code report. It can be used to restrict to one or a range of codes.

Example of an Analysis Code List.

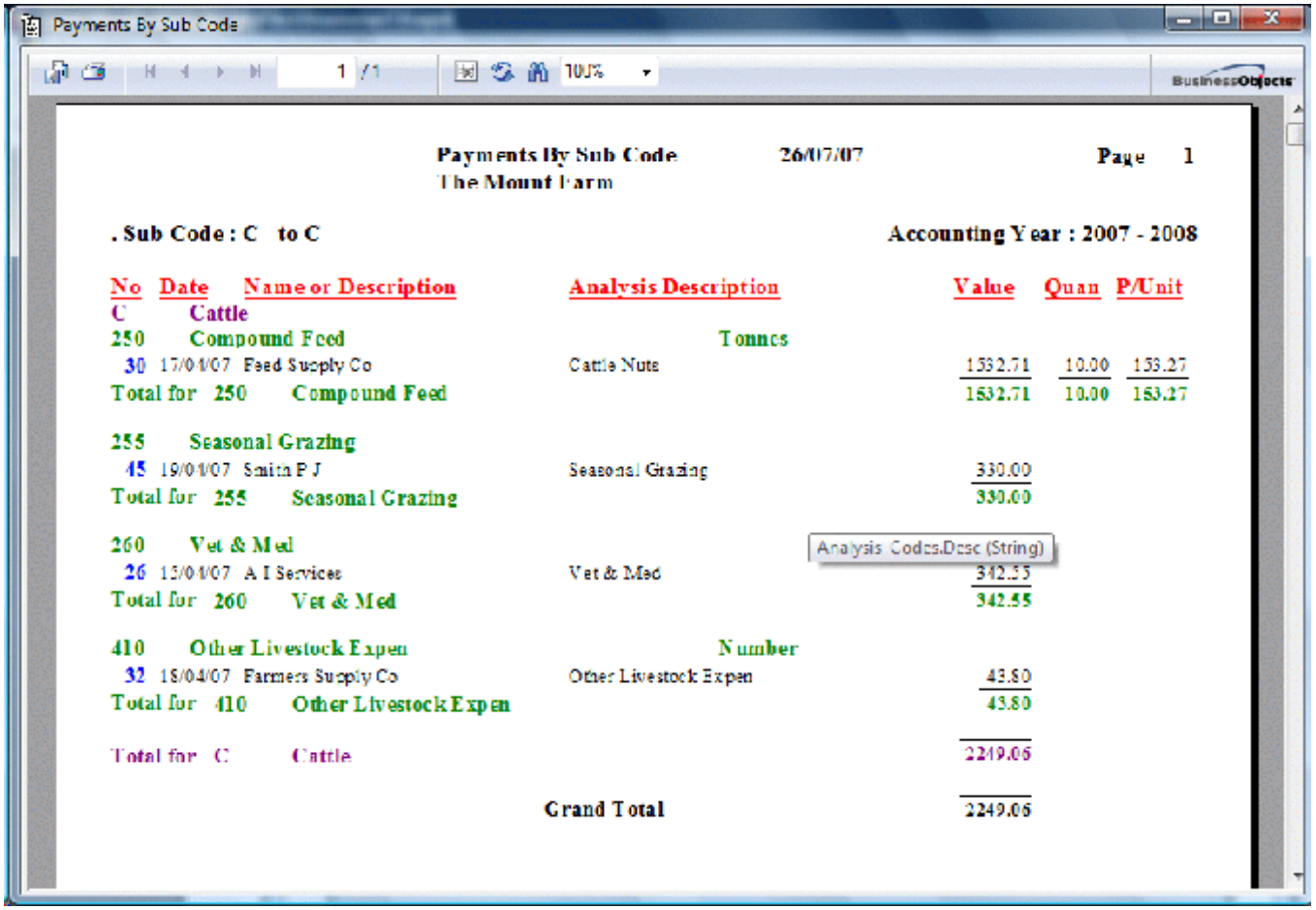


Payments By Analysis Code 26/07/07 Page 2
The Mount Farm

Accounting Year : 2007 - 2008

No	Date	Name or Description	Analysis Description	Sub	Value	Quan	P/Unit
65	21/03/07	Fertiliser Allocation	Barley	BAR	900.00	5.00	180.00
Total for 141		**Fertiliser "Nitrogen"**					
220		**Sprays "Arable"**					
64	21/03/07	Fertiliser Supply Co	Sprays "Arable"		50.00		
Total for 220		**Sprays "Arable"**			**50.00**		
250		**Compound Feed**	**Tonnes**				
18	17/03/07	Feed Supply Co	Lamb finisher	SL	1152.00	9.00	128.00
18	17/03/07	Feed Supply Co	Lamb Nuts	SL	835.00	5.00	167.00
30	17/04/07	Feed Supply Co	Cattle Nuts	C	1532.71	10.00	153.27
30	17/04/07	Feed Supply Co	Ewe Nuts	SE	458.25	3.00	152.75
30	17/04/07	Feed Supply Co	Elite Pellets	SL	633.20	4.00	158.30
30	17/04/07	Feed Supply Co	Lamb Nuts	SL	742.50	5.00	148.50
Total for 250		**Compound Feed**			**5353.66**	**36.00**	**148.71**
251		**Minerals**	**Tonnes**				
13	12/03/07	Grain Trading Co	Minerals	SE	219.00	0.50	438.00
13	12/03/07	Grain Trading Co	Minerals	SL	200.00	0.50	400.00
33	18/04/07	Feed Supply Co	Minerals		270.00		
Total for 251		**Minerals**			**689.00**	**1.00**	**419.00**
255		**Seasonal Grazing**					
3	10/03/07	Willoby A J	Seasonal Grazing		517.50		
45	19/04/07	Smith P J	Seasonal Grazing	C	330.00		
Total for 255		**Seasonal Grazing**			**847.50**		

Example of a Sub Analysis Report.



Payments By Sub Code **26/07/07** **Page 1**
The Mount Farm

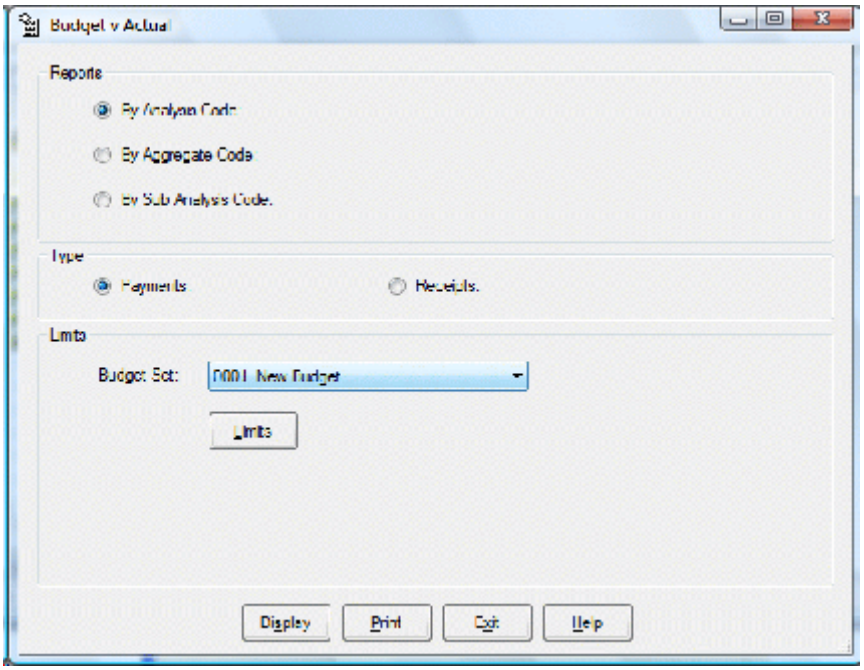
. Sub Code : C to C **Accounting Year : 2007 - 2008**

No	Date	Name or Description	Analysis Description	Value	Quan	P/Unit
C		Cattle				
250		Compound Feed	Tonnes			
30	17/04/07	Feed Supply Co	Cattle Nuts	1532.71	10.00	153.27
Total for 250		Compound Feed		1532.71	10.00	153.27
255		Seasonal Grazing				
45	19/04/07	Smith P J	Seasonal Grazing	330.00		
Total for 255		Seasonal Grazing		330.00		
260		Vet & Med				
26	15/04/07	A I Services	Vet & Med	342.55		
Total for 260		Vet & Med		342.55		
410		Other Livestock Expen	Number			
32	18/04/07	Farmers Supply Co	Other Livestock Expen	43.80		
Total for 410		Other Livestock Expen		43.80		
Total for C		Cattle		2249.06		
			Grand Total	2249.06		

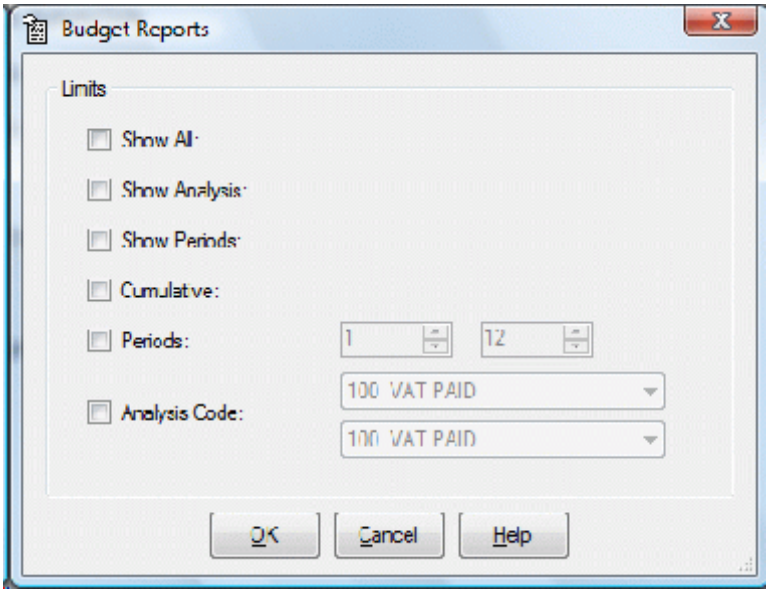
Analysis Codes.Desc (String)

7.3 Budget v Actual Reports

This section produces the Budget against Actual Reports in various formats. It takes the actual figures from the cashbook, presents them beside the figures from the chosen budget and shows the difference as both value and percentage. Quantities are included where relevant.



The reports can be drawn at the three levels of coding. Analysis Code, Aggregate Code or Sub-Analysis Code. Select the Level you require. You can then select either payments or receipts and the budget set you wish for the comparison. The limits button gives access to the screen below. This changes the layout and range of the report to your requirements.



Show All - Shows all codes even if both actual and budget are 0**.**

Show Analysis- When Aggregate Code level is used, this shows an individual line for each analysis code which is related to the aggregate code.

Show Periods - Where more then one month is selected this shows each month as an individual column in the report.

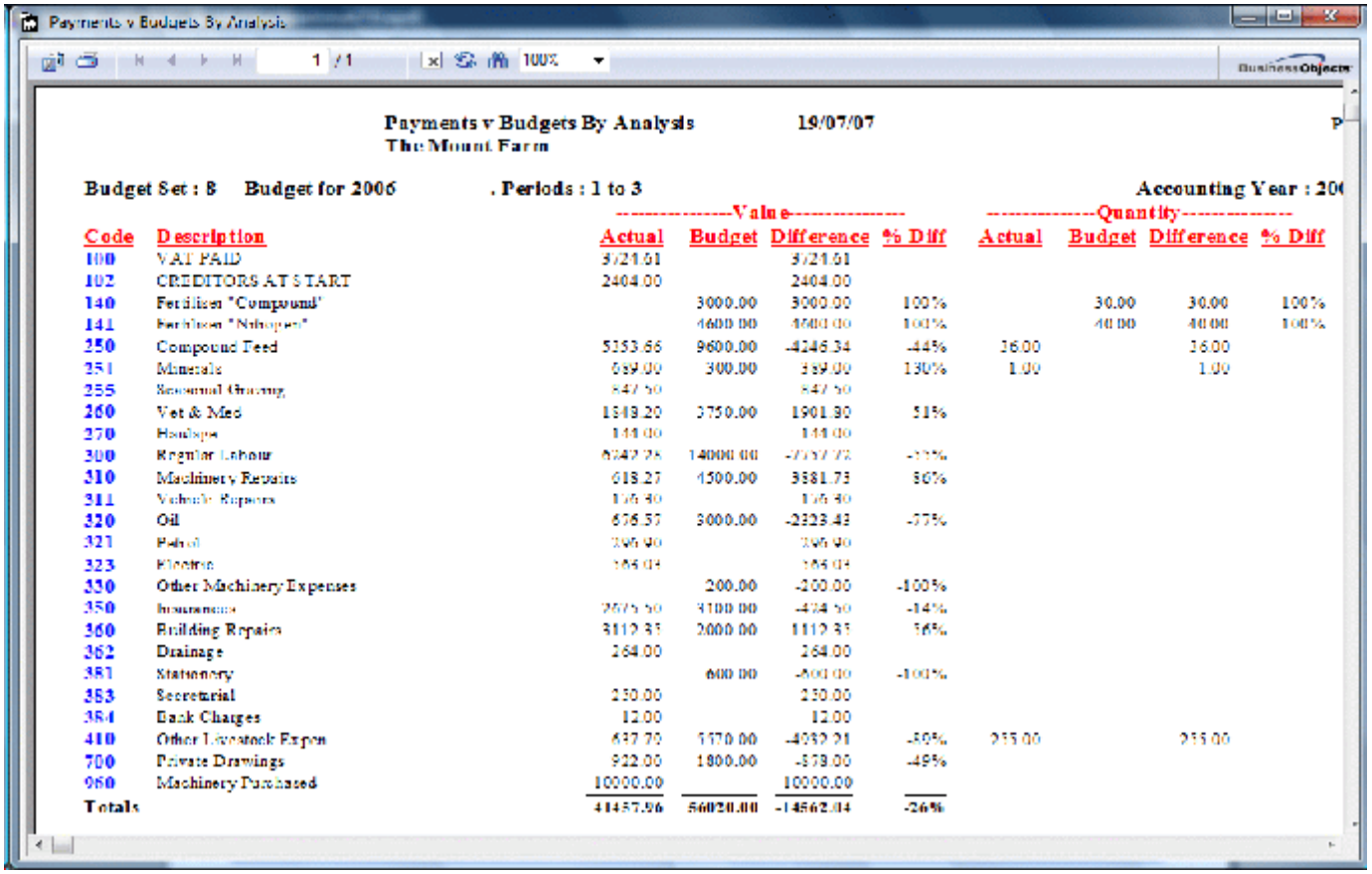
Cumulative - Where periods are shown this shows them as total to that month rather than individual monthly totals. (Column 1 is month one alone, column 2 is month one and two added together, column three months one, two and three added together and so on.)

Period - This can be used to limit the periods for the report to one particular month or a range of months.

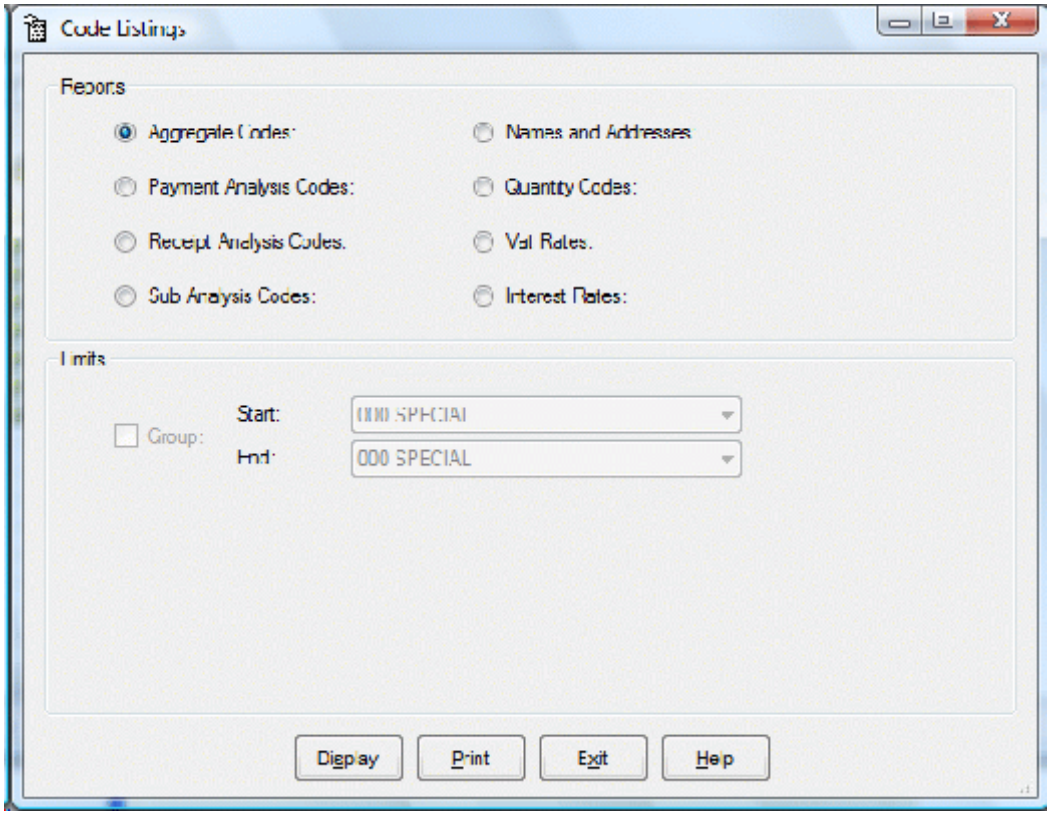
Analysis Codes - Depending on which code level is used (Aggregate, Analysis or Sub-Analysis, this allows you to limit the report to one or a range of codes.

Once you have selected and set all the above you may now display or print the report. The report shown below is a simple budget against actual for the first two periods at analysis code level.

You can experiment as much as you like with the report setups, you cannot change any of your data from the report section.



7.4 Code Listings



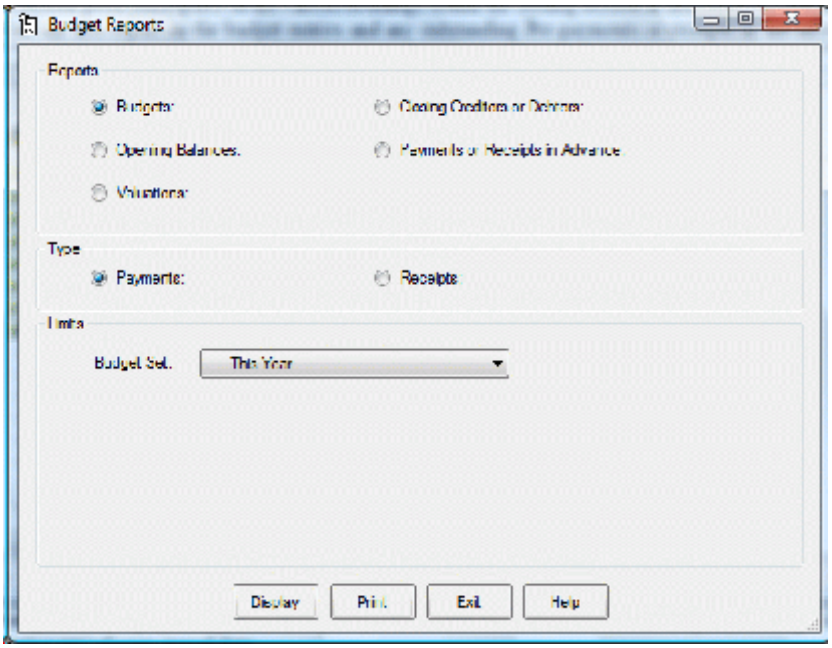
The Various code lists can be printed from here.

To select a particular list click in the dot beside the heading and click **Display** or **Print.**

Category only applies to Analysis Codes. If a Start and End Category are specified the analysis codes are listed by their various aggregate code headings.

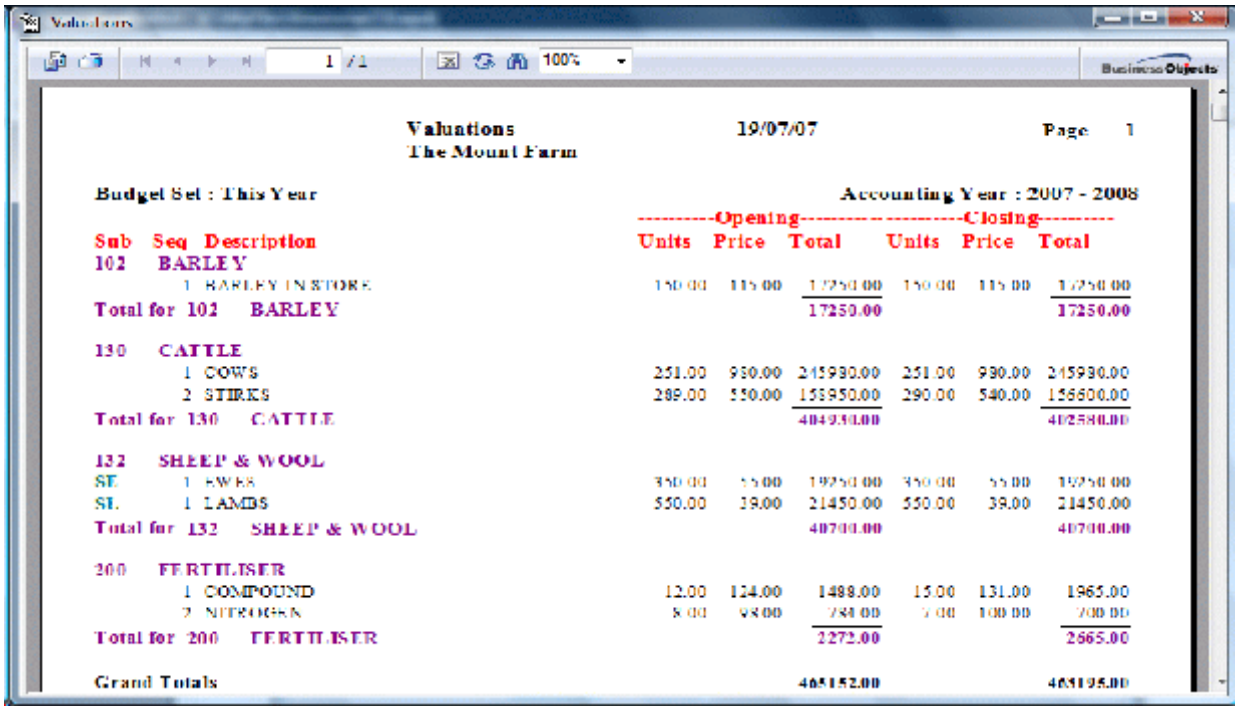
7.5 Budget Reports

This section gives you reports on the various headings within the closing section as described in Chapter 5. You can also report on the budget entries and any outstanding Pre-payments or receipts-in-advance.
Each budget set has can have its own unique set of entries under each heading.



The example shown below is the valuation report for the number 1 budget set.

Again you can display and print any report you wish in this section without doing any damage or changing any of your stored data.



Valuations 19/07/07 Page 1
The Mount Farm

Budget Set : This Year Accounting Year : 2007 - 2008

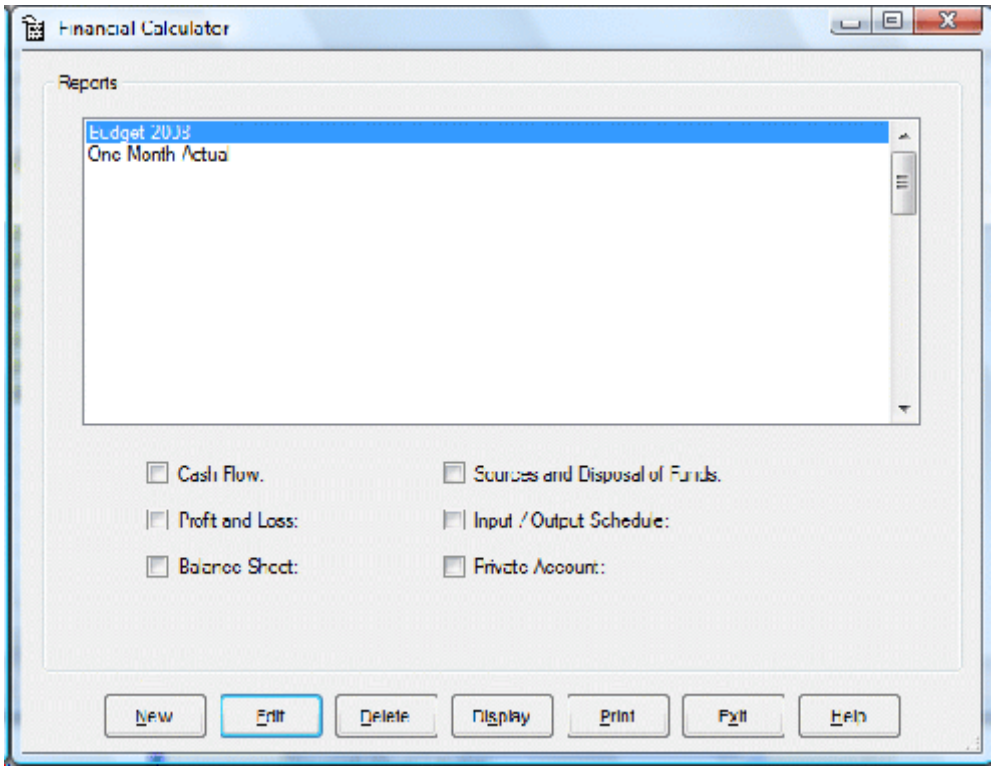
Sub	Seq	Description	Opening Units	Opening Price	Opening Total	Closing Units	Closing Price	Closing Total
102		BARLEY						
	1	BARLEY IN STORE	150.00	115.00	17250.00	150.00	115.00	17250.00
Total for 102		BARLEY			17250.00			17250.00
130		CATTLE						
	1	COWS	251.00	930.00	215980.00	251.00	930.00	215980.00
	2	STIRKS	289.00	550.00	158950.00	290.00	540.00	156600.00
Total for 130		CATTLE			404930.00			402580.00
132		SHEEP & WOOL						
SE	1	EWES	350.00	55.00	19250.00	350.00	55.00	19250.00
SL	1	LAMBS	550.00	39.00	21450.00	550.00	39.00	21450.00
Total for 132		SHEEP & WOOL			40700.00			40700.00
200		FERTILISER						
	1	COMPOUND	12.00	124.00	1488.00	15.00	131.00	1965.00
	2	NITROGEN	8.00	98.00	784.00	7.00	100.00	700.00
Total for 200		FERTILISER			2272.00			2665.00
Grand Totals					465152.00			463195.00

7.6 Financial Calculator

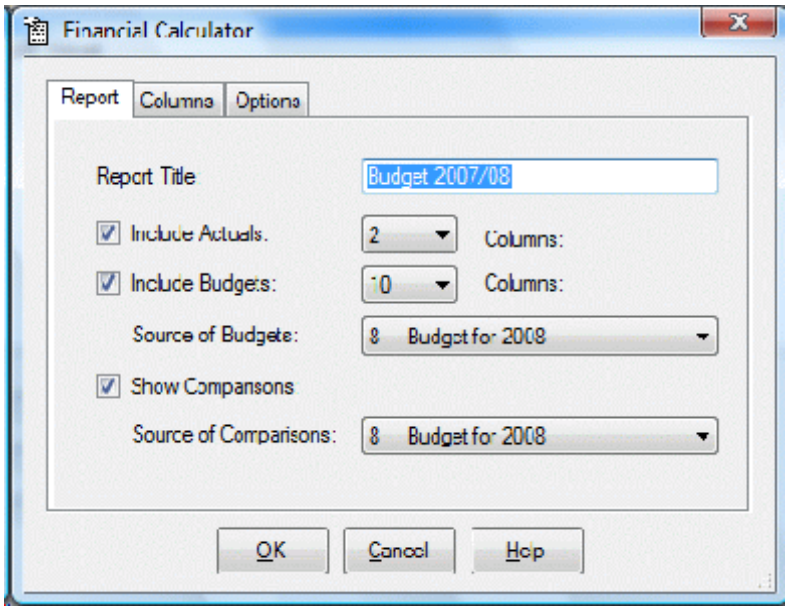
The Financial Calculator brings together actual transactions and budgets, and taking proper account of opening and closing debtors and creditors and valuations (if entered), produces a full statement of accounts including:

Cash Flow (incorporating actuals to date, then budgets to year end).
Profit & Loss Account
Balance Sheet
Capital Account
Funds Generated by Trading
Source and Disposal of Funds Statement
Private Account
Gross Input and Output Schedules

These reports can be used to monitor actual and forecast progress through the year and the effect of changes in budget and or policy on the business as a whole.



To. create an new report click **New** and you will be asked to title the report and then get the screen below.



If you wish to show actual values in the report click the check box and select the number of columns of actual figures you wish from the drop down list.

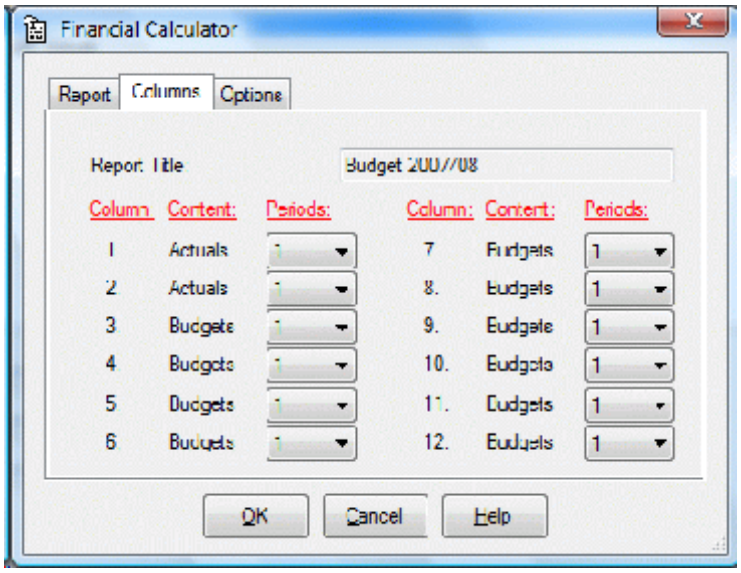
If you wish to show budget values in the report click the check box and select the number of columns of budget figures you wish from the drop down list.

The above two numbers should not add to more than 12. (Periods in the financial year) You may have less, for example a total of four where you wish a quarterly report or any combination you wish.

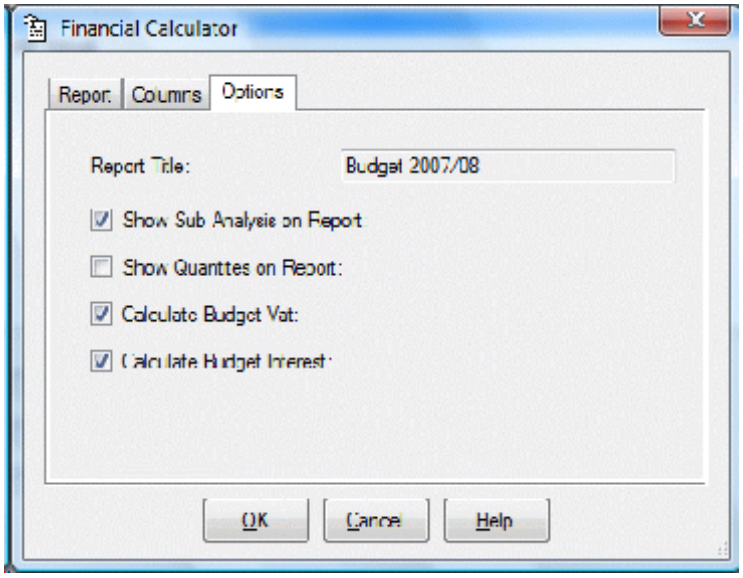
Select the Budget set you wish to use from the drop down list.

Select the Comparison Set you wish to use from the drop down list.

The screen below, from the **Columns** tab, lets you set the number of periods in each column. It shows in this example 1 period in each of the twelve columns, the first six are actuals from the cashbook and the remaining six are from the budget. It is possible to make any combination of actual and budget you wish, for example 1 column of the first three months actual and nine columns of 1 month budget to the year end.



You can then select in the Options tab.



Show Sub Analysis

When an Analysis Head has been sub-analysed these values will be included on separate lines. They are sub-totaled also on a separate line.

Show Quantity Values

Where quantities are used in an analysis head these are included on a separate line.

Calculate Budget VAT

This will calculate the likely VAT liability in budget periods and automatically reclaim it when it should be due. It also puts the outstanding figure at the year end into Creditors or Debtors.

Calculate Interest

This will calculate the likely interest on the current account using the values set up in Maintenance (Chapter 1, 10)

When you are happy with you selection click **OK** It will then perform the calculation and return to the initial screen. This report will then appear on the list with the title you gave it along with any previously formulated reports. Highlight it and then select the sections you wish to display or print.(cashflow, profit and loss, etc.) Click display or print as required.

This report will remain available until you delete it. It does not have to be recalculated if you want too reprint.

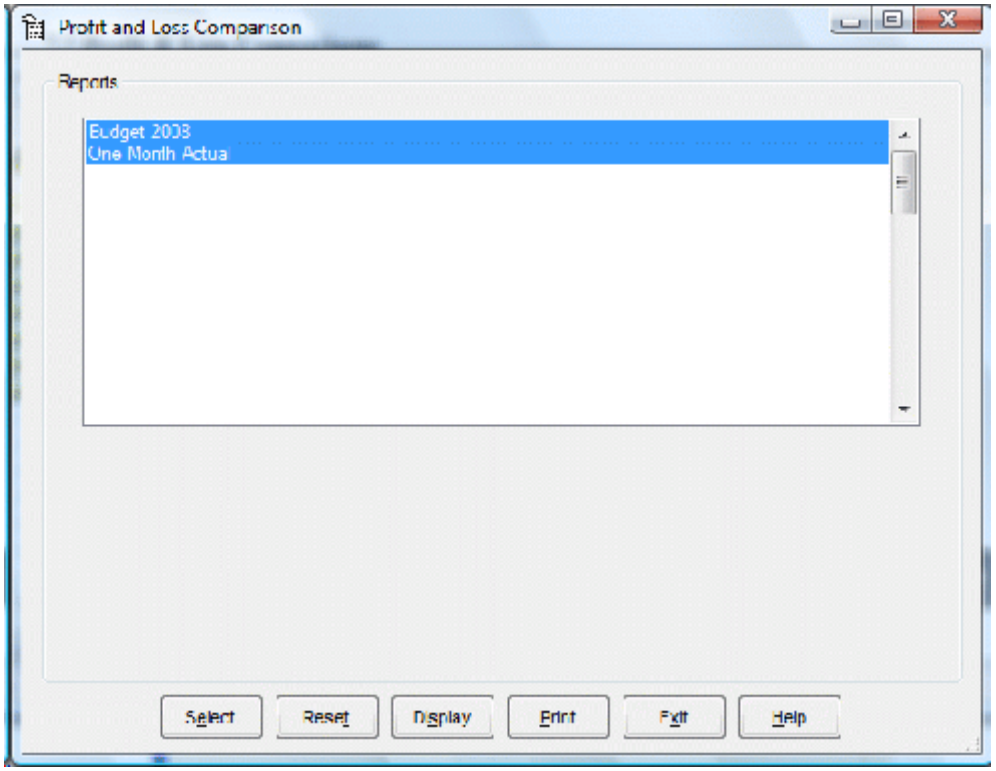
If the Budget has changed since the report was calculated then you will have to recalculate to reflect the changes. Do this by highlighting the report on the list and click **Edit.** You will then get the setup screen with the options as used for the calculation previously. If you do not wish to change any simply click **OK** and the report will be recalculated.

Any saved report can be changed by Clicking **Edit** and changing the setup as required, Click **OK** to exit and it will recalculate to the new requirements.

7.7 Profit & Loss Comparisons

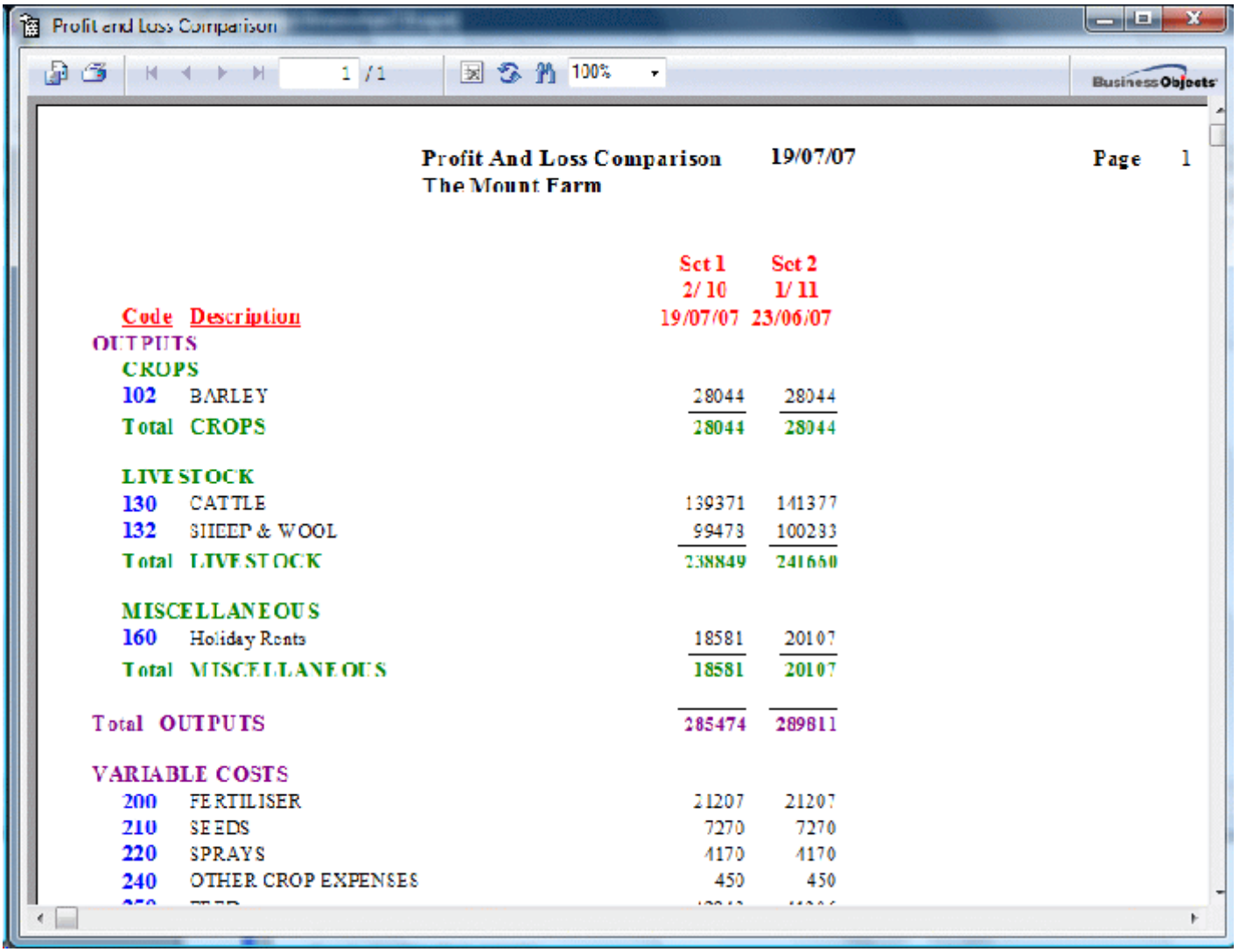
In this section you can print or display any of the saved Profit and Loss Reports from the Financial Calculator section above. You can thus monitor the change in the projected Profit and Loss as you move through the year. Up to 10 can be selected and shown side by side on the report.

The first column will always be last year actual figures for comparison.



Select the budget set you wish to use and highlight the stored reports you wish to display.

The report shown below has last year actual figures in column one, this years budget in column two and the projected position after months one and two respectively.

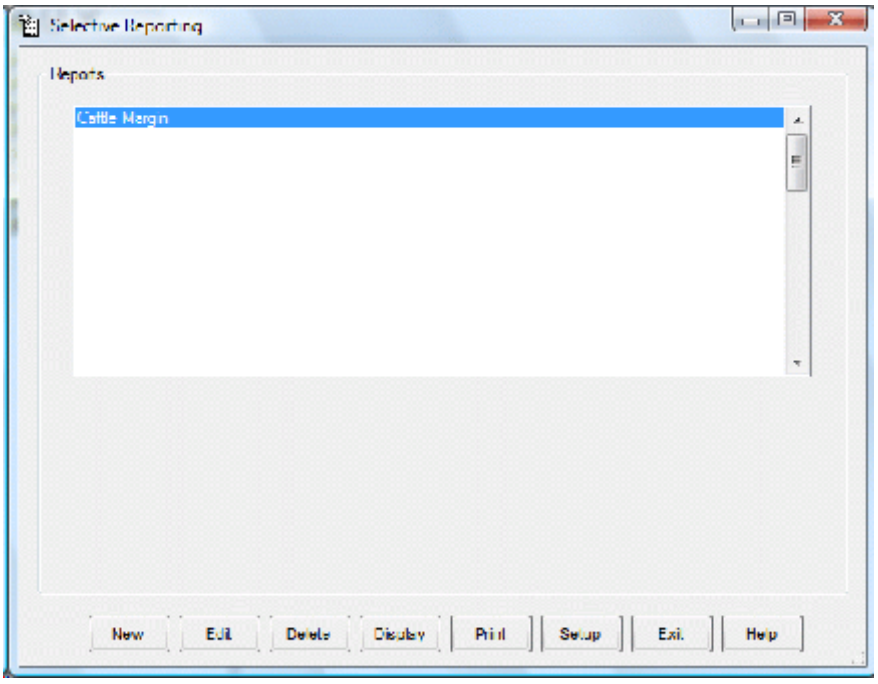


Profit And Loss Comparison **19/07/07** **Page 1**
The Mount Farm

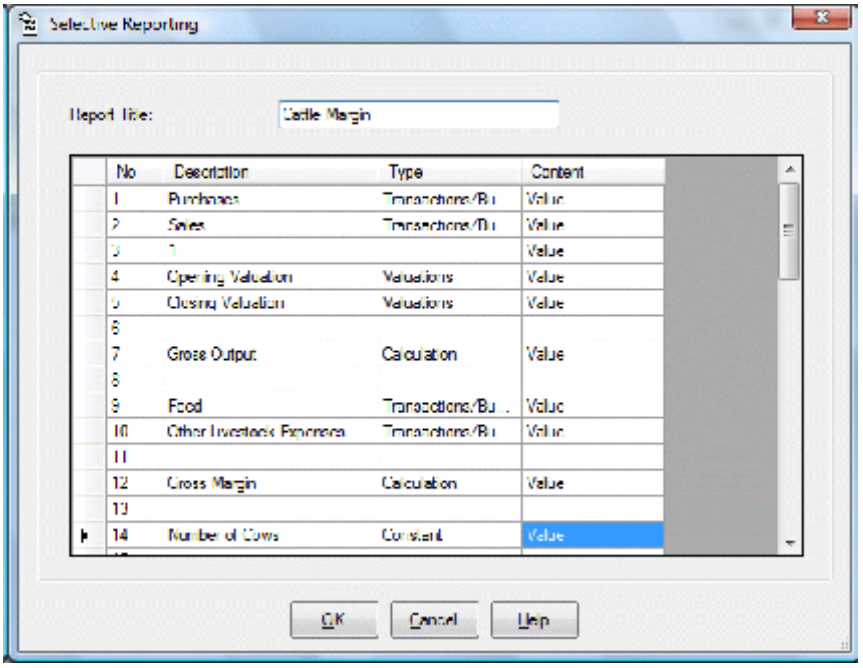
Code	Description	Set 1 2/10 19/07/07	Set 2 1/11 23/06/07
OUTPUTS			
CROPS			
102	BARLEY	28044	28044
Total	**CROPS**	28044	28044
LIVESTOCK			
130	CATTLE	139371	141377
132	SHEEP & WOOL	99478	100233
Total	**LIVESTOCK**	238849	241660
MISCELLANEOUS			
160	Holiday Rents	18581	20107
Total	**MISCELLANEOUS**	18581	20107
Total	**OUTPUTS**	285474	289811
VARIABLE COSTS			
200	FERTILISER	21207	21207
210	SEEDS	7270	7270
220	SPRAYS	4170	4170
240	OTHER CROP EXPENSES	450	450

6.8 Selective Reporting

Selective Reporting allows you to pull out information from you accounts how you want it.
Once you have created a report it is stored and can be re-used as often as required. It is particularly useful for preparing margins on individual enterprises.



In the Example below the Margin for the Cattle Enterprise has been calculated.



The report is built up with a number of lines, each pulling out a piece of information. These lines can then be included in a calculation.

To Create a line, as in line 9 above, double click on the line. The screen below will appear. Fill in the Description of the line select whether the content is to be a Value (money) or Number (quantity).

The options for a line are:

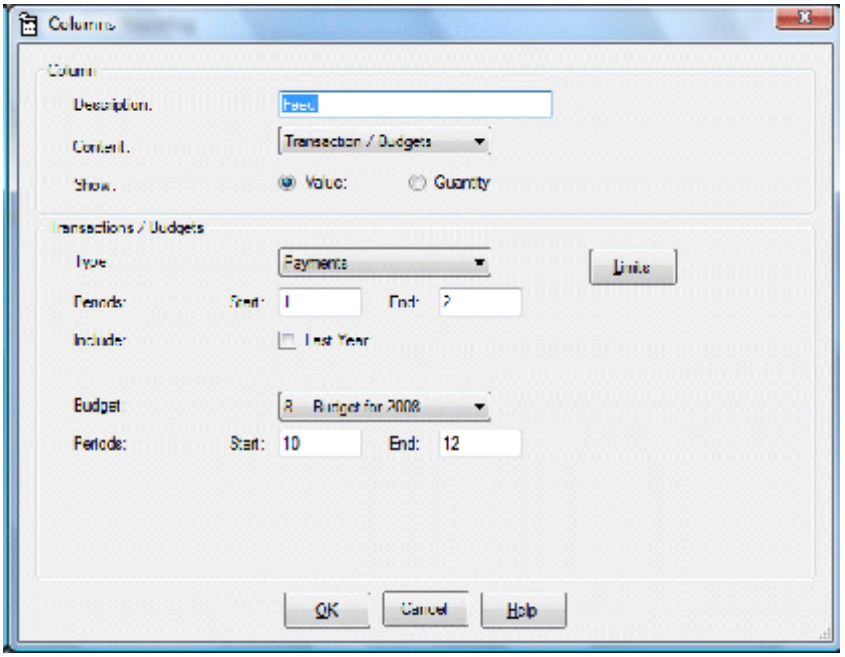
a. Blank - This allows you to leave a blank line on the report.

b. Constant - This allows you to enter a value for use in a calculation.

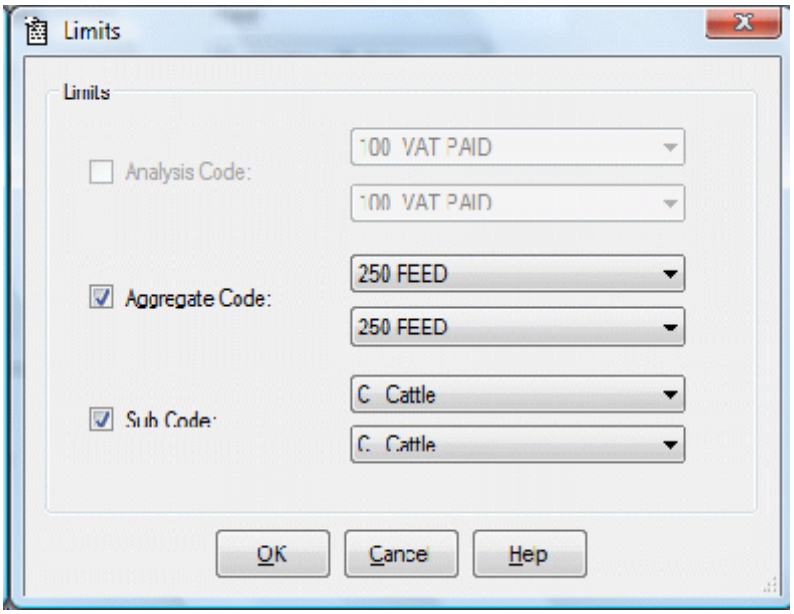
c. Calculation - This allows you to do a calculation involving figures from other lines in the report. e.g 1 + 2 / 3

d. Transactions / Budgets - This allows you to include figures from Transactions and / or Budgets. Limits can be set on Period, Aggregate or Analysis Code and Sub Analysis Code. You can also include Creditors and Debtors at Start.

e. Valuations - This allows you to include figures from Opening or Closing Valuations. Limits can be set on Aggregate Code and Sub Analysis Code.



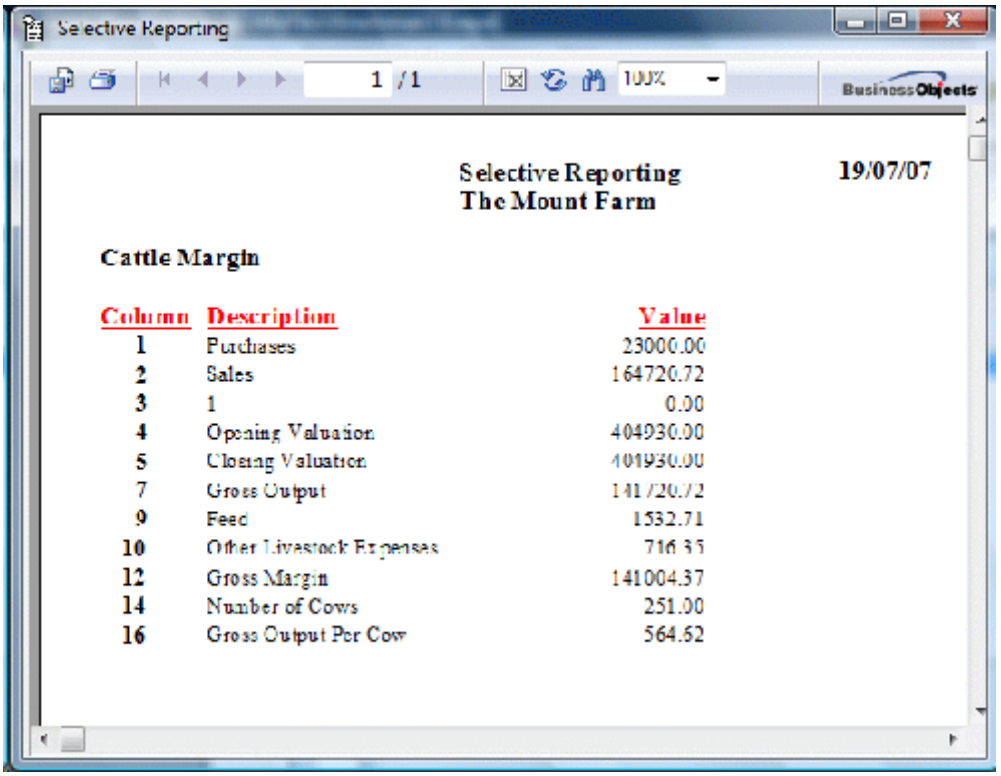
In the above we have selected the Value of Feed. It is to come from Payments and is taking actual figures from period 1 to 2 and budget figures from period 3 till the end of the year.



The Limits are set on which range of codes are to be used in the screen below. The Agregate Codes from 250 to 250 are used and the Sub-Analysis Code C is selected. This means only figures allocated to SL from within the Feed codes will be picked up in this line.

Each line of the report is built up in this way. Any line can be edited by selecting it again and changing any of the detail.

Once all the lines have been completed you can print or display the report when you require.



Appendices

APPENDIX A Transaction/Journal Entry Examples

Introduction

The following examples are intended to act as a guide to a variety of different ways of entering transactions. Obviously not all situations are covered, but they do illustrate the sort of logic which can be applied.

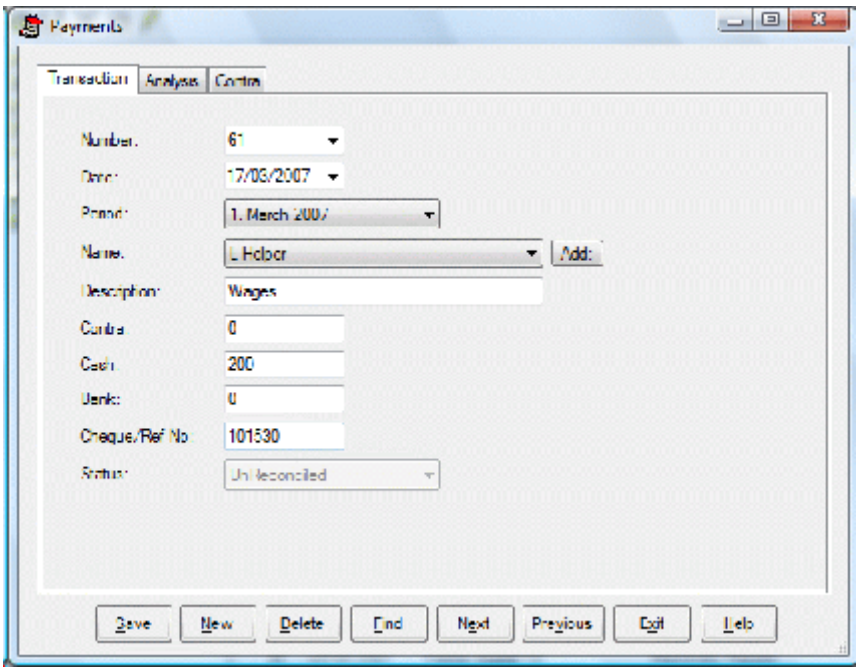
The examples are taken from the screen, so the way they are entered should be self explanatory. A description of each transaction precedes each example.

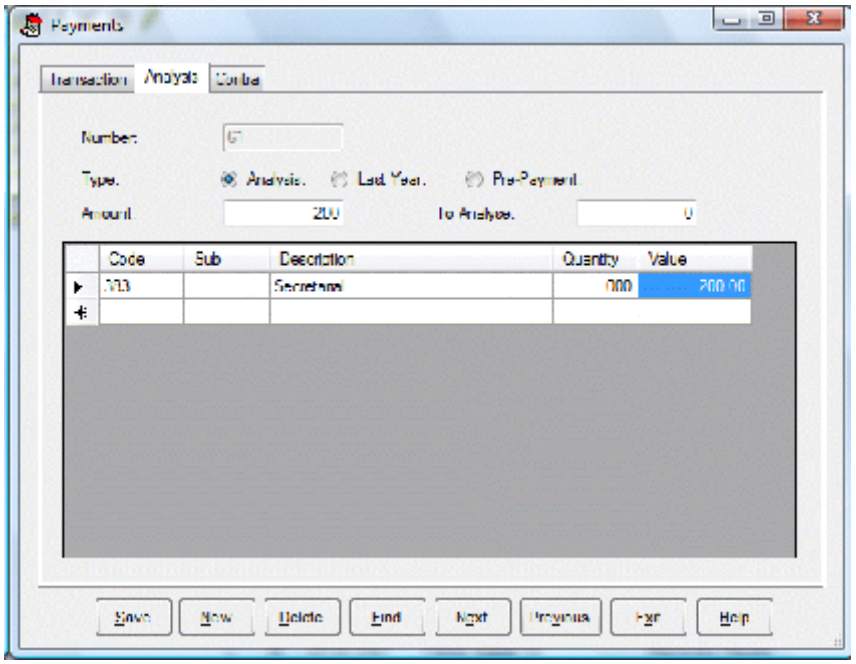
Example 1 (Payments Number 61)

Wages paid out of Petty Cash

The payment is made from cash, therefore petty cash will be reduced by £200.00.

(If a cheque for say £250.00 was cashed and then £200.00 paid out and £50.00 put into petty cash, that cheque could have been analysed £200.00 to wages and £50.00 to petty cash, in a similar way to Example 3 (Payments Number 63).)



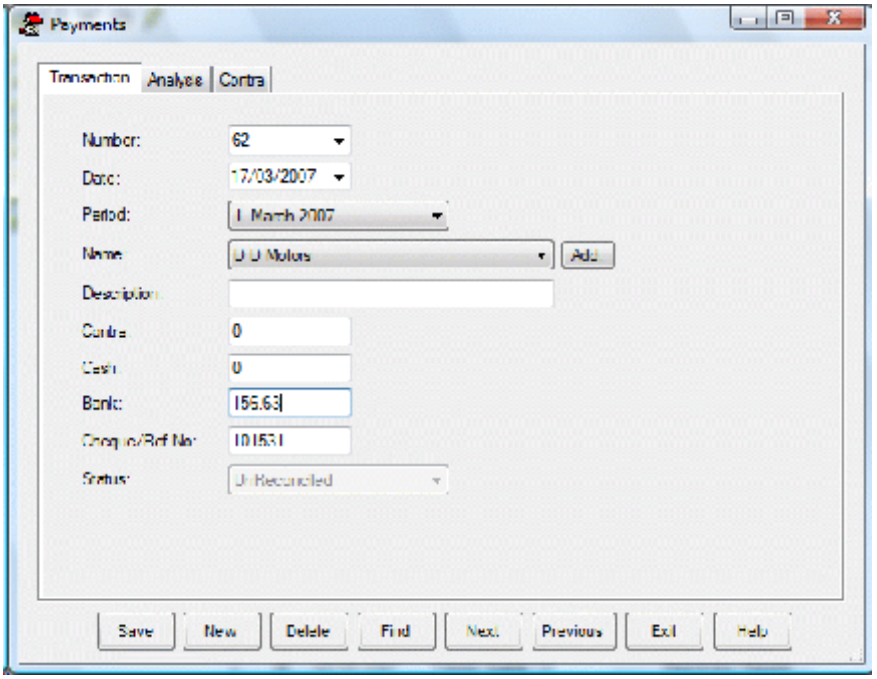


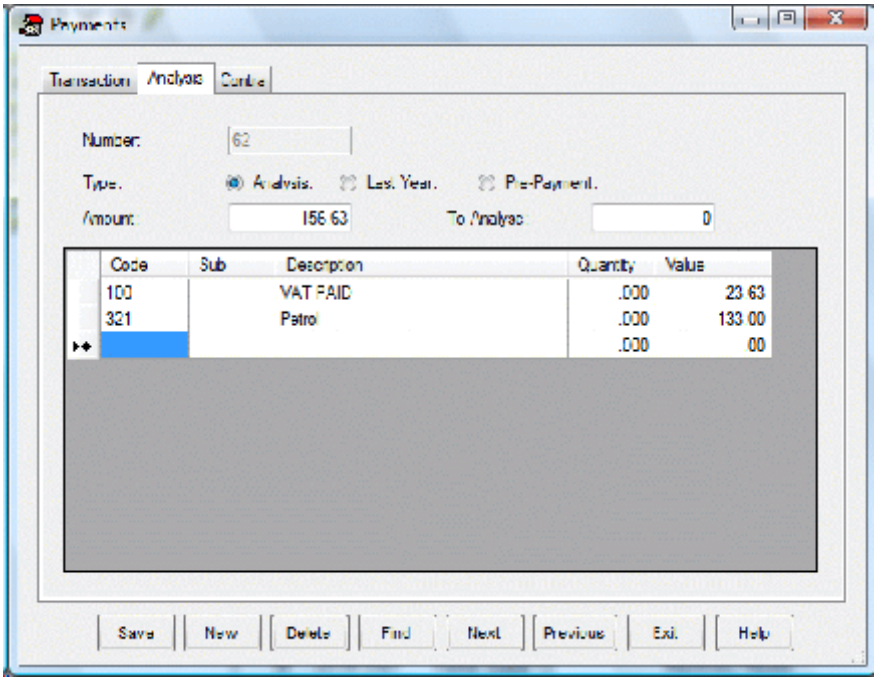
Example 2 (Payments Number 62)

Fuel Account paid by cheque

This is an example of a very straight forward transaction.

Vat May be claimed in full on all fuels if the Road Fuel Scale Charge is used. Private allowances should be checked with you accountant.



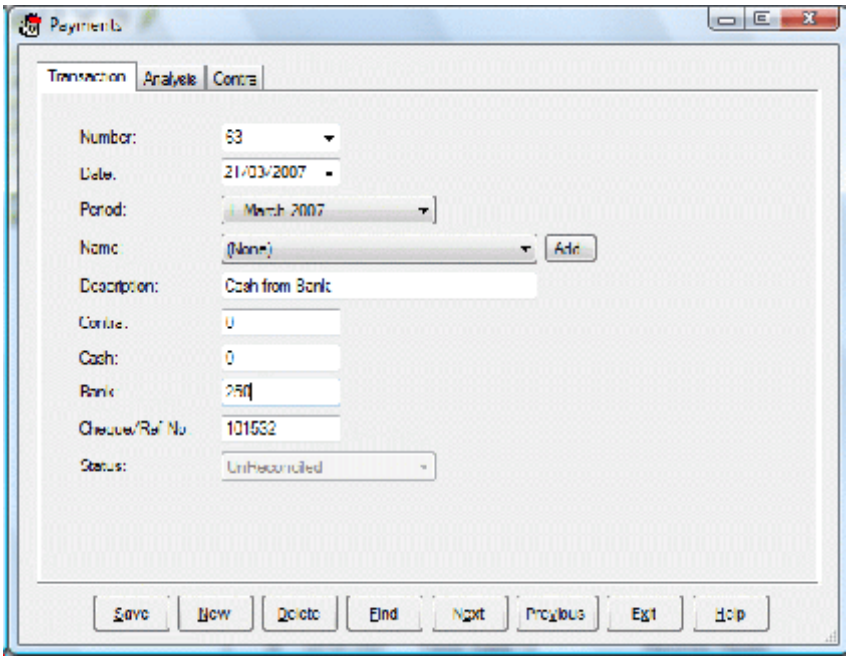


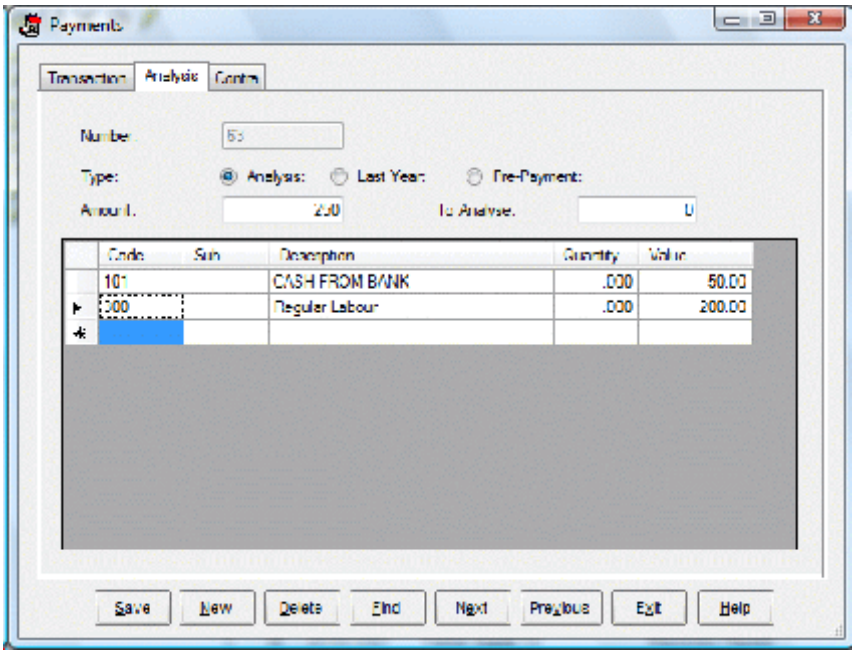
Example 3 (Payment Number 63)

A cheque cashed

Notice part of this cheque has been analysed to petty cash (cash from bank) so the actual balance of petty cash will only increase by £50.00. It is not necessary to analyse the whole cheque to BANK, and then make later payment entries from CASH to analyse separate payments.

Whenever a (BANK) payment transaction is analysed to CASH FROM BANK, a (CASH) receipts transaction is automatically generated and visa versa. (Receipts Transaction No. 26 is generated by payment number 59).



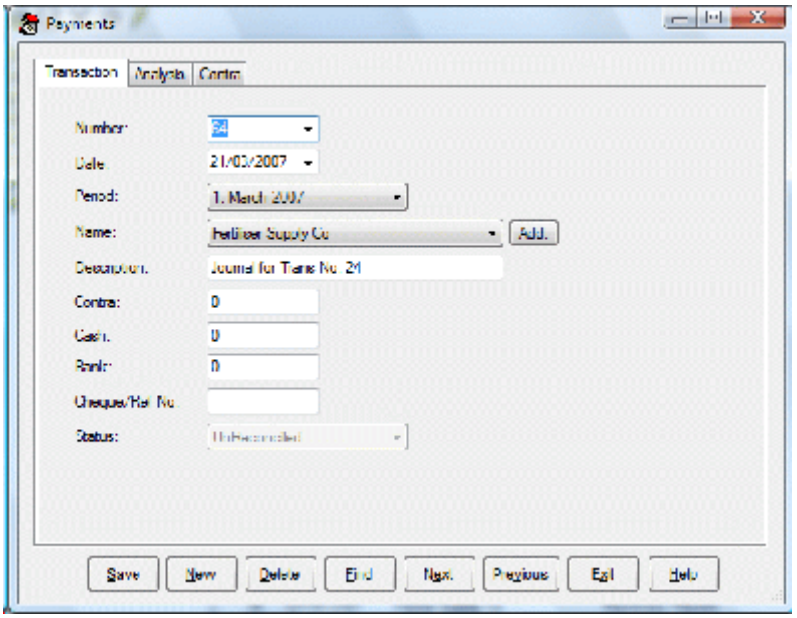


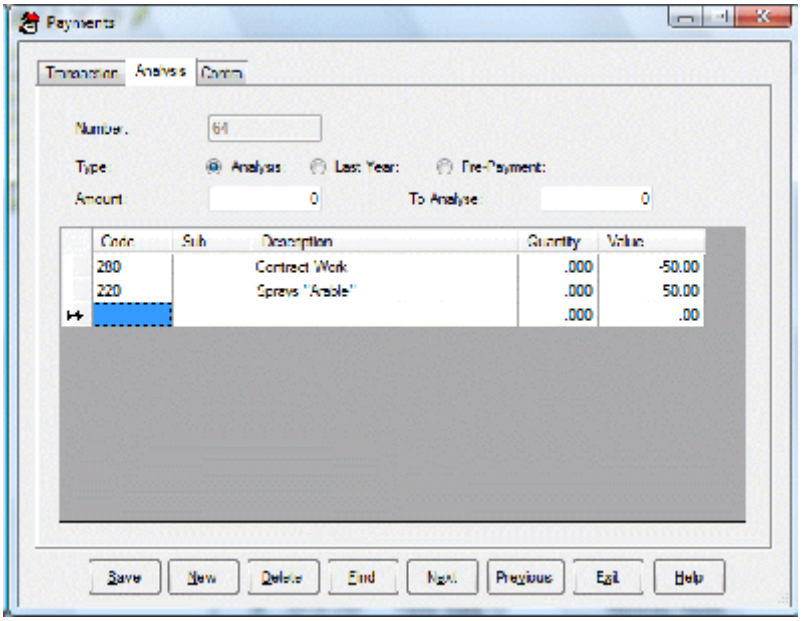
Exampe 4 (Payments Number 64)

Journal Entry to correct an incorrect transaction entry

Transactions can be corrected up until the time that they are included in a bank reconciliation and VAT report. Assume here that a VAT report has been completed for the original transaction, then a mistake found. £50.00 was analysed to Contract Work and Hire, instead of Sprays.

Note that Contra, Cash and Bank are all 0 in journal entry, there is no money moving out of the business. The analysis amount must come to 0 also.



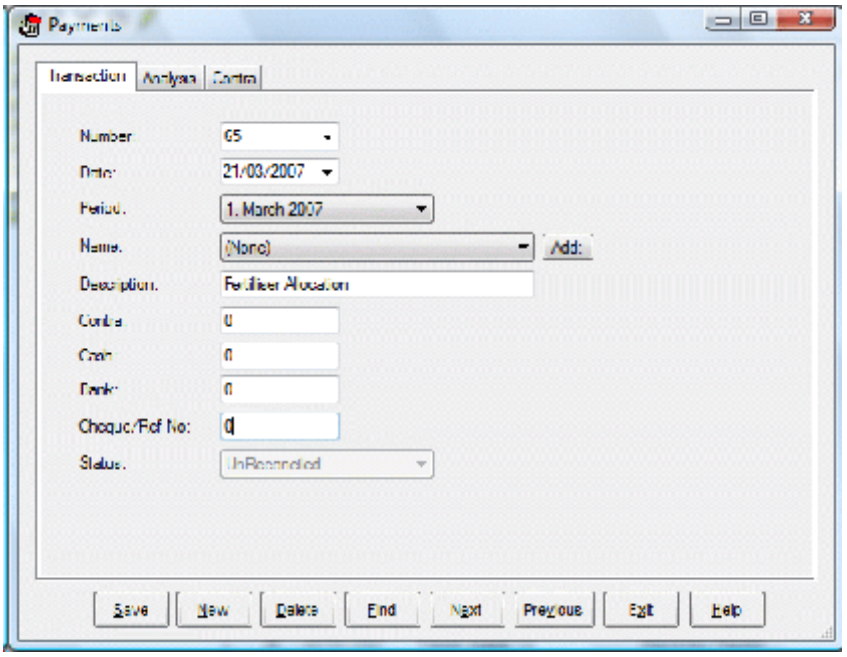


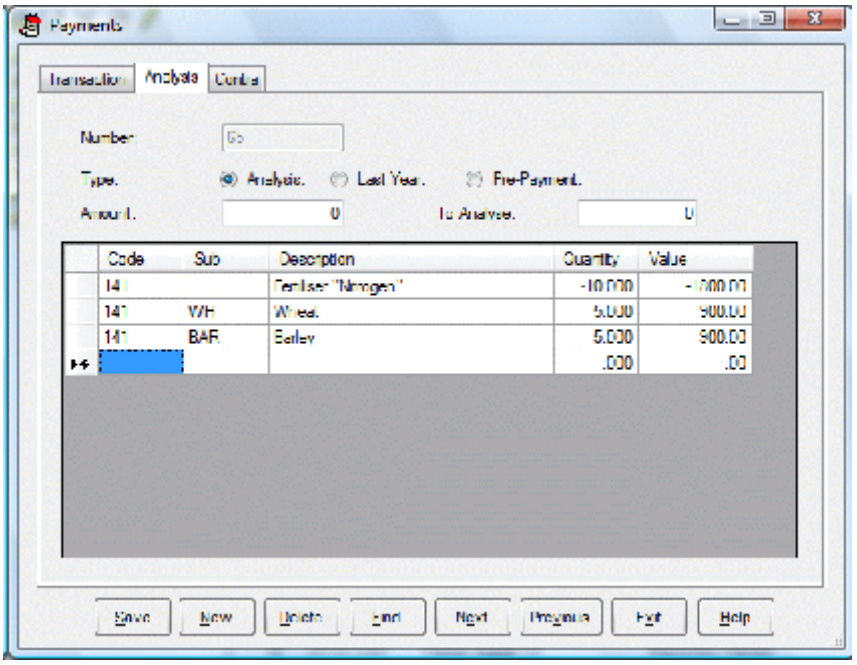
Example 5 (Payments Number 65)

Journal Entry to allocation fertiliser from stock to crops

The assumption here is that the fertiliser was paid for, and that transaction entered, before it was known which crops it was applied to. The transaction could not be changed as it was reconciled and VATed.

The total amount is taken away from the original Analysis (which was not Sub-analysed) and then entered and Sub-analysed to the various crops, so that crop margin analysis and budgeting are made easier using the Sub-Analysis.





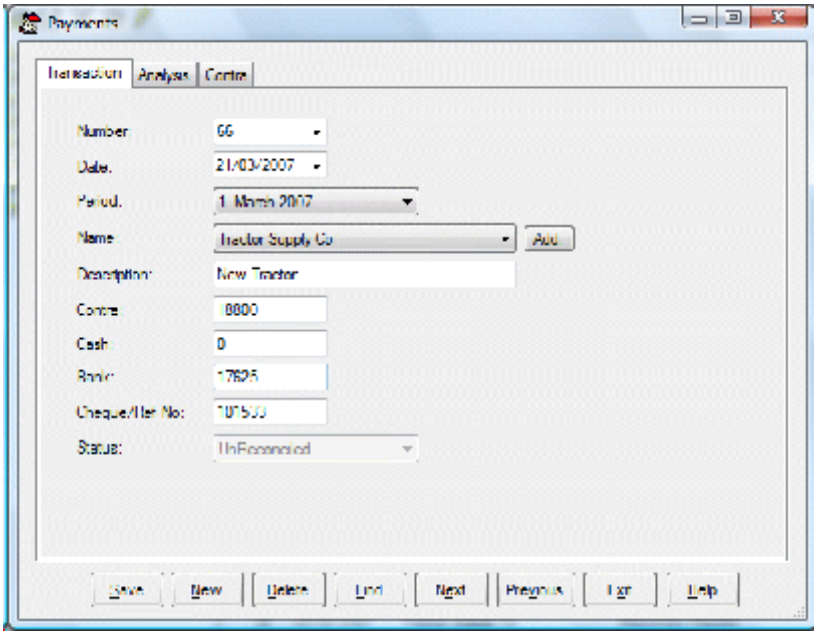
Example 6 (Payments Number 66)

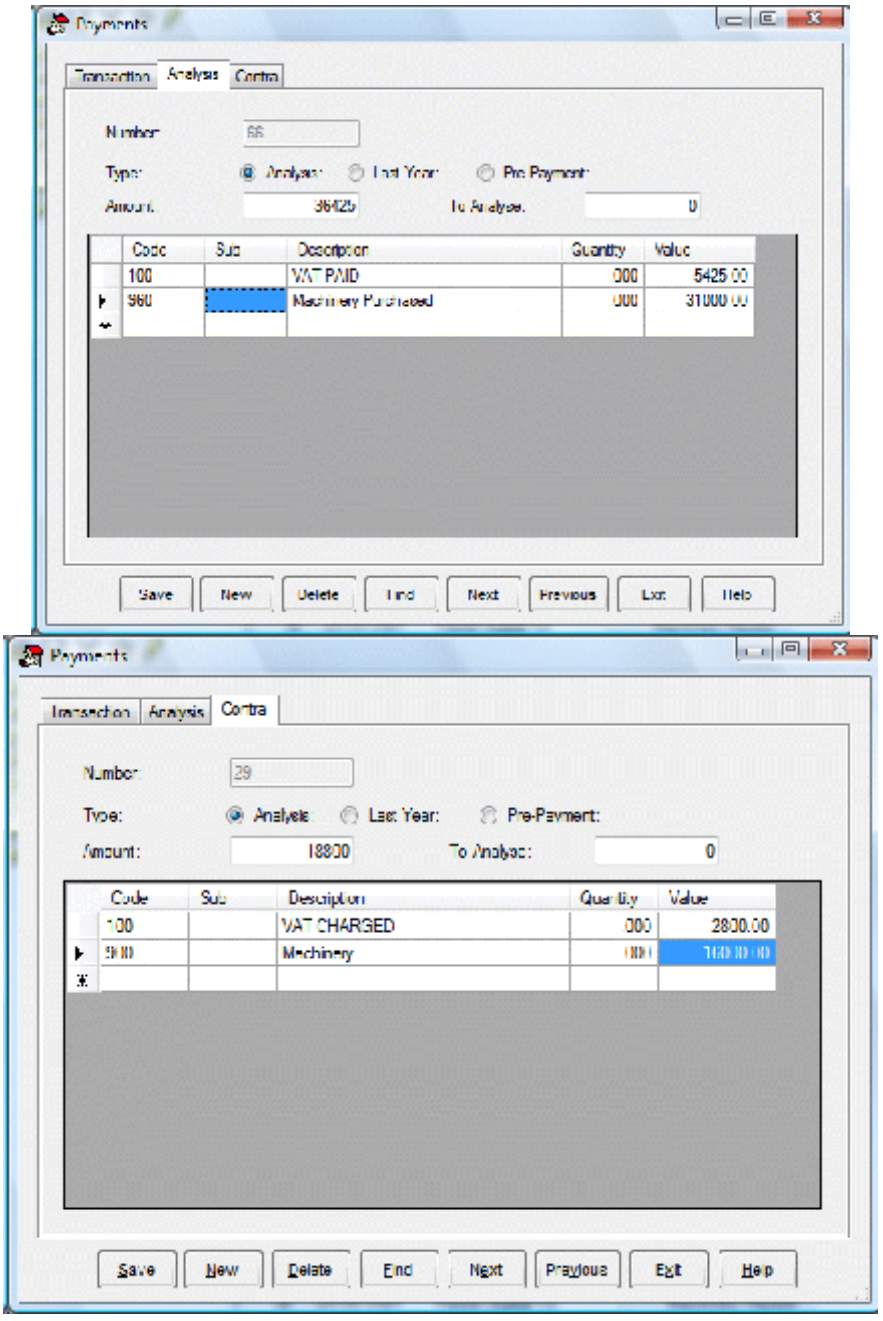
Purchase of a new tractor with an older tractor sold as a trade in

The new tractor costs 36425.00 (VAT included) so this total must be entered as a payment to make the VAT return correct.

The £31000.00 will be added to Machinery of the balance sheet.

The trade in value of the old tractor was £18800.00 (including VAT) so this amount must also be full entered to produce a correct VAT return. The £16000.00 will be deducted from Machinery on the balance sheet.




Payments
Transaction
Analysis
Contra
Number
66
Type:
Analysis
Last Year
Pre Payment
Amount
36425
To Analyse
0
Code
Sub
Description
Quantity
Value
100
VAT PAID
000
5425.00
960
Machinery Purchased
000
31000.00
Save
New
Delete
Find
Next
Previous
Exit
Help
Payments
Transaction
Analysis
Contra
Number
29
Type:
Analysis
Last Year
Pre-Payment
Amount:
18800
To Analyse:
0
Code
Sub
Description
Quantity
Value
100
VAT CHARGED
000
2800.00
Save
New
Delete
Find
Next
Previous
Exit
Help

Example 7 (Payments Number 67)

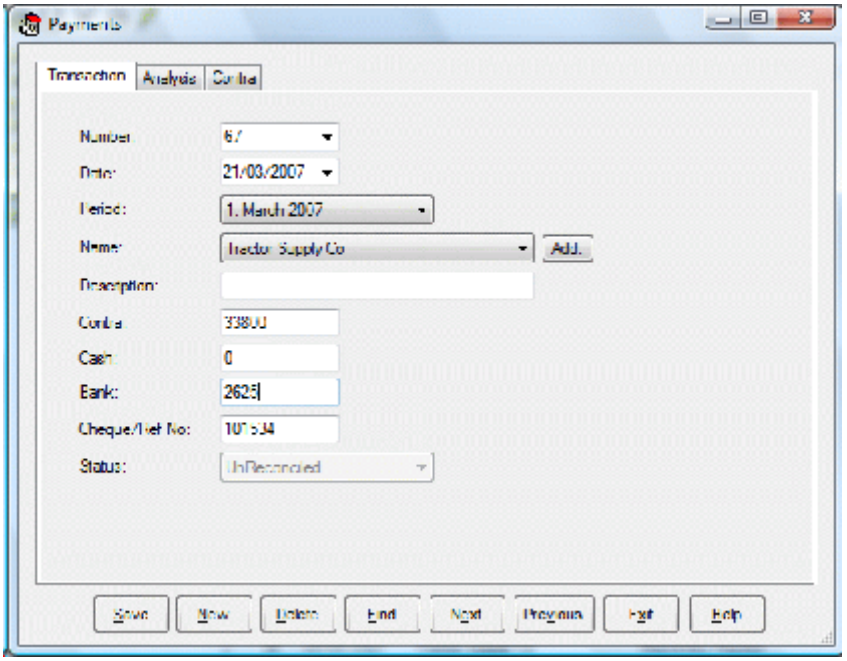
A new tractor purchased with a trade in and the balance borrowed

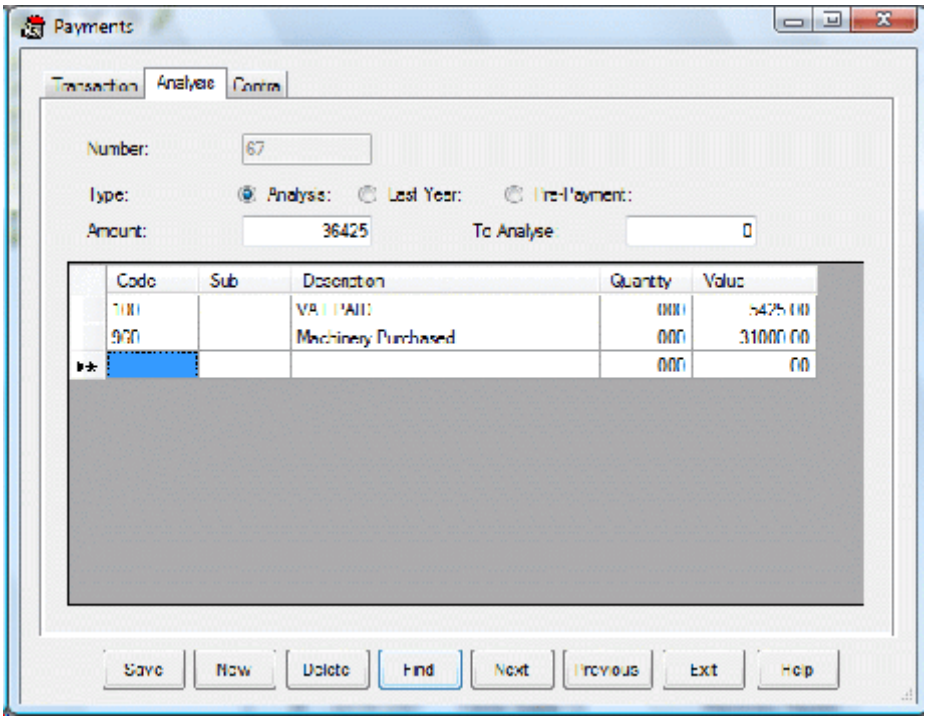
(Similar entries would apply for hire purchase and leases, where leases are capitalised).

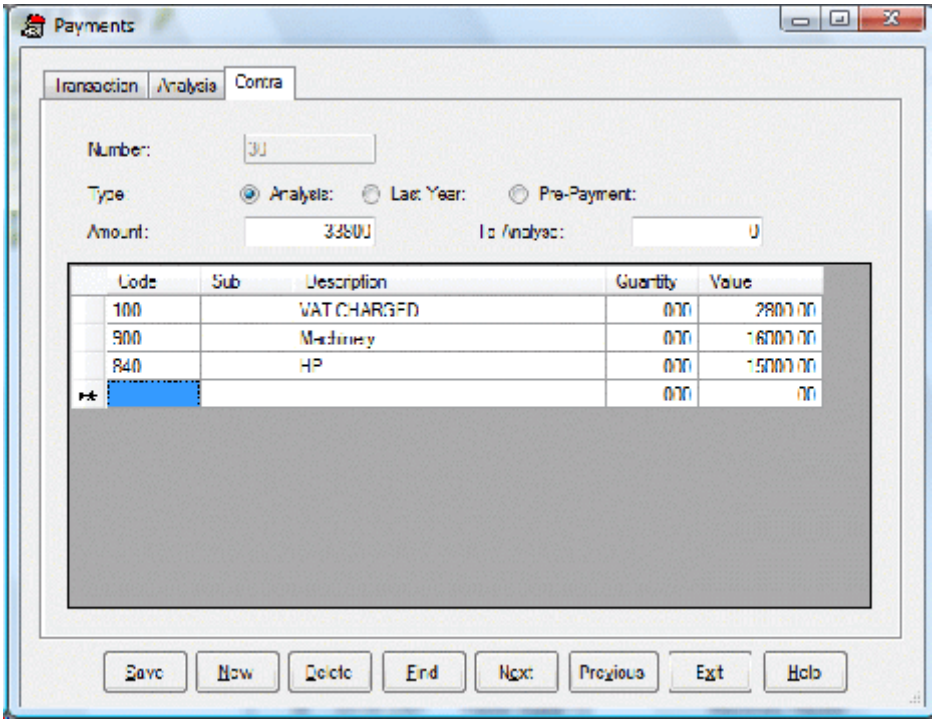
In this case only the VAT balance is paid from the Bank at the time of purchase, so Bank must be £2625. £36425.00 must still be entered as a payment so that VAT can be claimed, as must the total sale price of the trade in.

The difference between the two net of VAT(£15000.00) is the amount borrowed, which is in effect a receipt (of a loan) and thus a contra, so the total contra will be the trade in (£18800.00) plus the loan (£15000.00) which comes to £33800). The contra (£33800.00) plus Cash (0) and Bank (£2625.00) comes to £36425.00, therefore the payments side of the transaction (the new tractor) must be £36425.00.

Machinery on the balance sheet will change by purchase of £31000.00 and sale of £16000.00, and loans will increase by £15000.00.




Payments
Analyse
Number:
67
Type:
Analyse:
Last Year:
Amount:
36425
To Analyse
0
Code
Sub
Description
Quantity
Value
900
Machinery Purchased
000
31000.00
Save
New
Delete
Find
Next
Exit
Help


Payments
Transaction
Analysis
Contra
Number:
Type
Analysis:
Last Year:
Pre-Payment:
Amount:
33800
To Analyse:
0
Code
Sub
Description
Quantity
Value
100
VAT CHARGED
000
2800.00
900
Machinery
000
16000.00
840
HP
000
15000.00
Save
New
Delete
Find
Next
Previous
Exit
Help

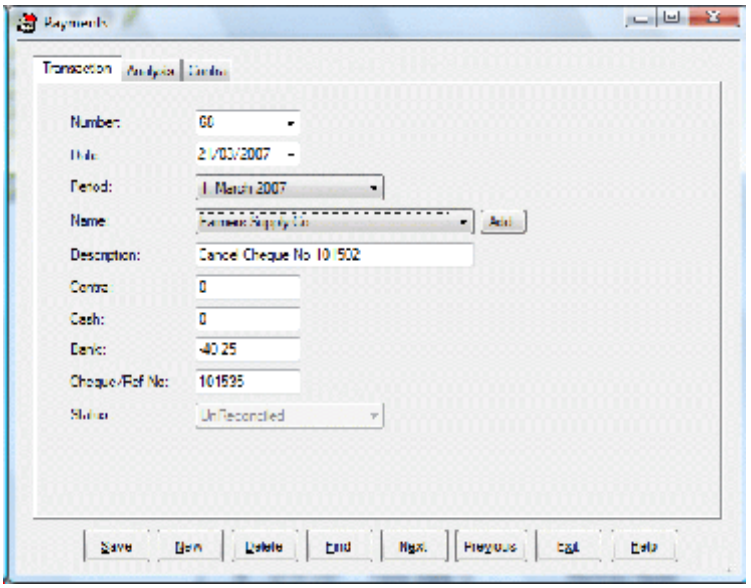
Example 8 (Payments Number 68) Cancelling a cheque

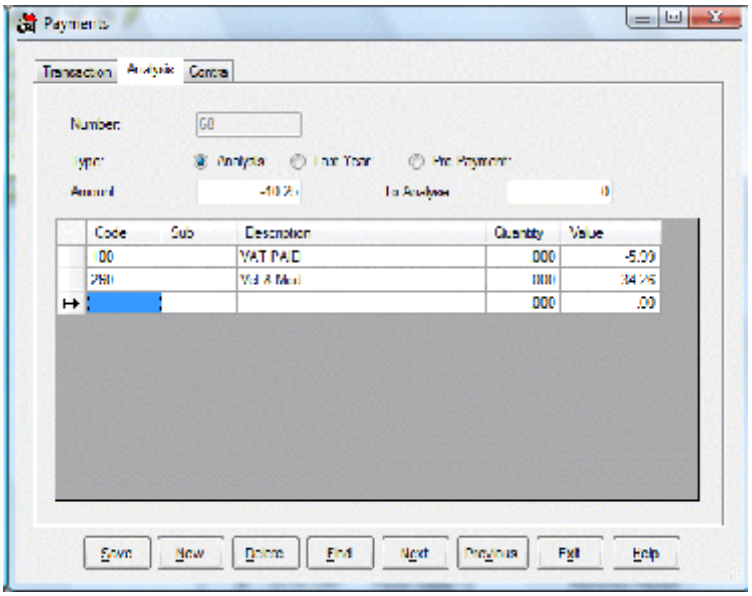
We assume here that the original cheque No. 298 was included (as an unpresented cheque) in a VAT Report, and can not therefore be deleted in Transaction Maintenance. The cheque, for £40.25 (£34.26 + £5.99 VAT), was for other livestock expenses.

The cheque is re-entered as a negative value. The cheque number is given as 298A. This gives reference to original cheque number. It is analysed to VAT and Other Livestock expenses, thus cancelling the previous analysis.

In the next Bank Reconciliation, the original cheque, and the negative one should both be cleared on the debit side (as if on the statement).

As one is positive and one is negative, the net result will be 0 (40.25 -40.25) so the balance will work out correctly, and the cancelled cheque will no longer appear as an unpresented cheque on the Bank Reconciliation.




Transaction
Analysis
Comms
Number:
Code
Sub
Description
Quantity
Value
00
YAT PAID
000
-5.00
000
.00
Save
New
Delete
Find
Next
Previous
Exit
Help

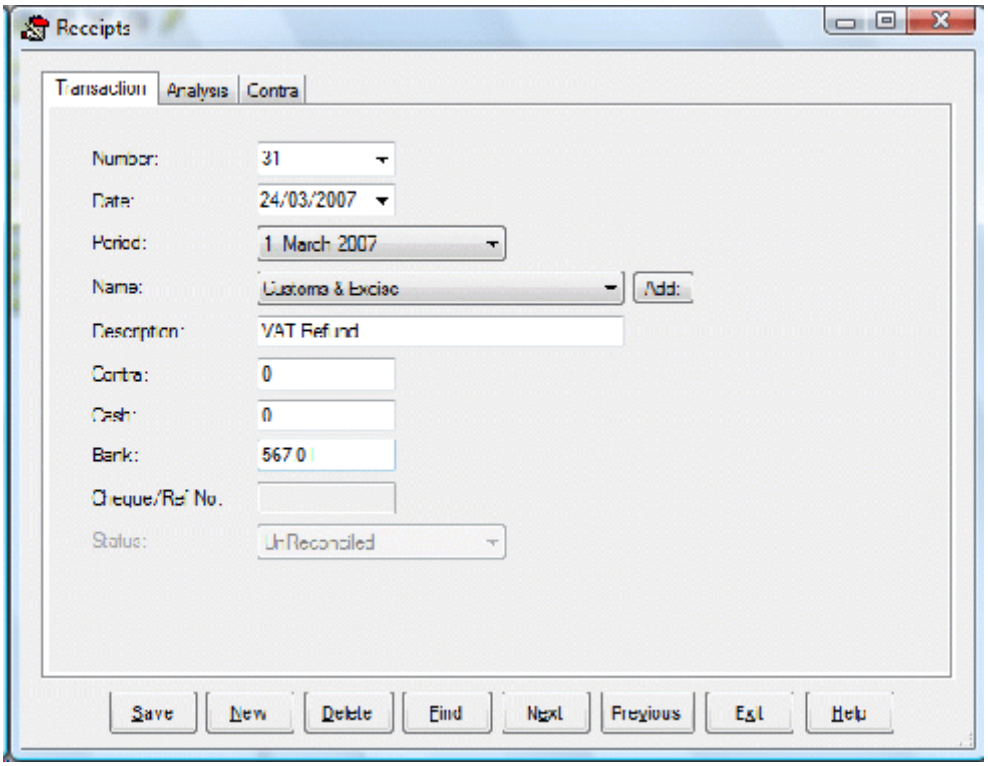
Example 9 (Receipts Number 31)

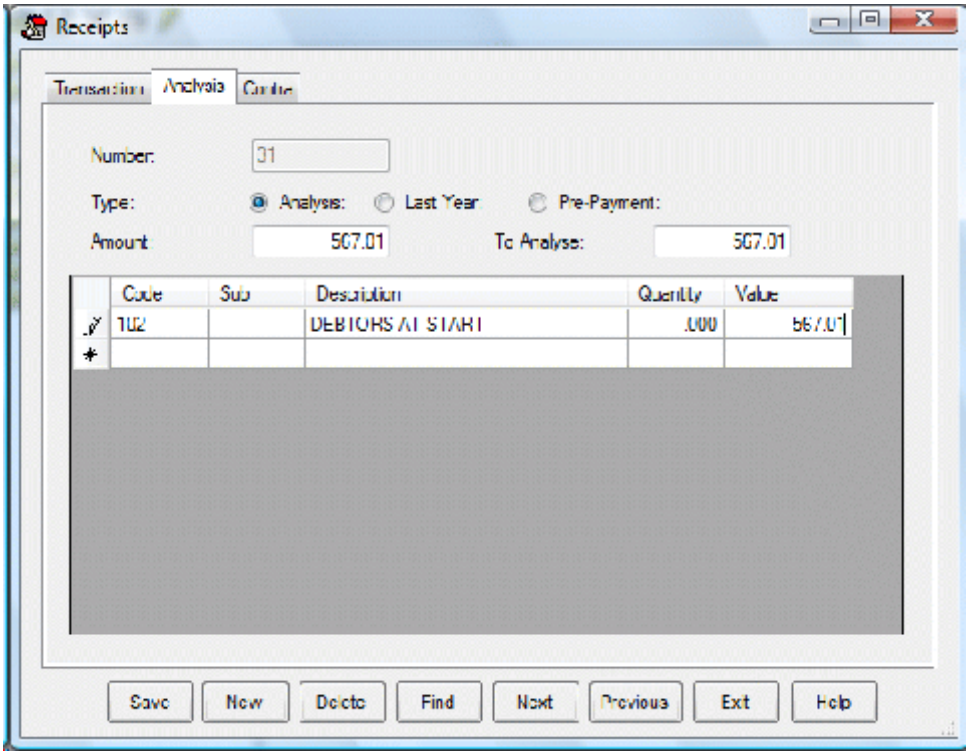
Entering a VAT refund as an opening Balance

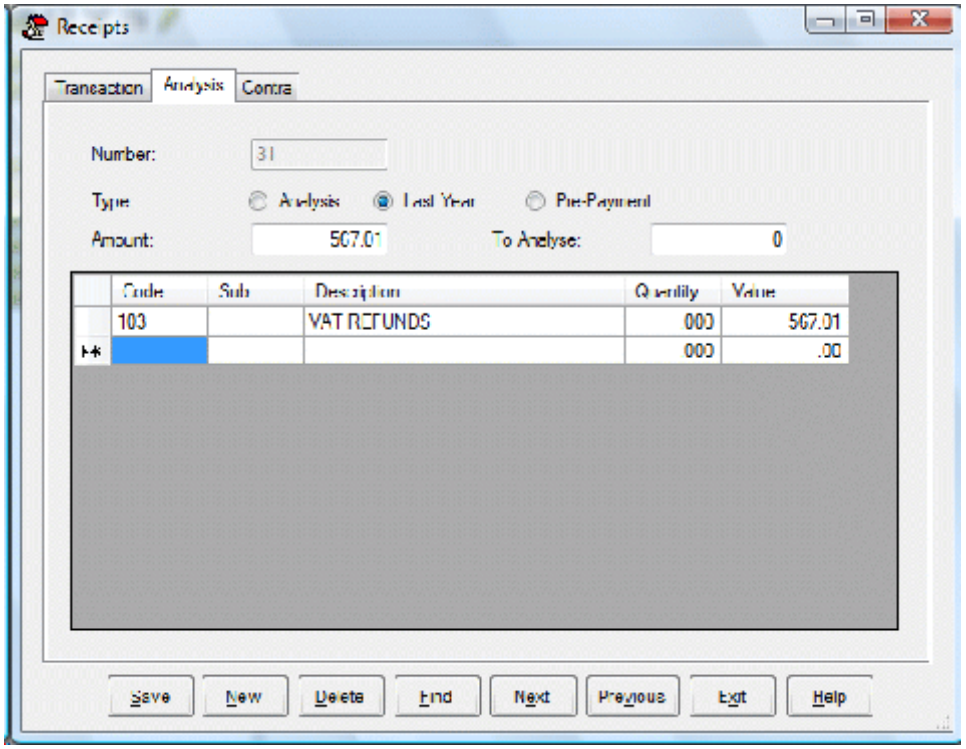
Any receipts applying to last years accounts are entered as Debtors at Start (likewise payments for invoices dated in the last financial year are Creditors at Start). Usually your first VAT refund of the year will be for a return relating to the last month(s) of last financial year, therefore it is money owing to you at the start of the financial year and so is a debtor at start.

The second analysis screen (outstanding Analysis) will then appear with only the Debtor/Creditor at start total to be analysed.

VAT on payments or receipts can be analysed to Analysis number 100 on either the first or second screen. Most accountants would put it on the first screen and only analyse the net amount to creditors.




Receipts
Transaction
Analysis
Contra
Number:
31
Type:
Analysis:
Last Year
Pre-Payment:
Amount:
567.01
To Analyse:
567.01
Code
Sub
Description
Quantity
Value
102
DEBTORS AT START
.000
567.01
Save
New
Delete
Find
Next
Previous
Exit
Help


Receipts
Transaction
Analysis
Contra
Number:
31
Type:
Analysis
Last Year
Pre-Payment
Amount:
567.01
To Analyse:
0
Code
Sub
Description
Quantity
Value
103
VAT REFUNDS
000
567.01
000
.00
Save
New
Delete
Find
Next
Previous
Exit
Help

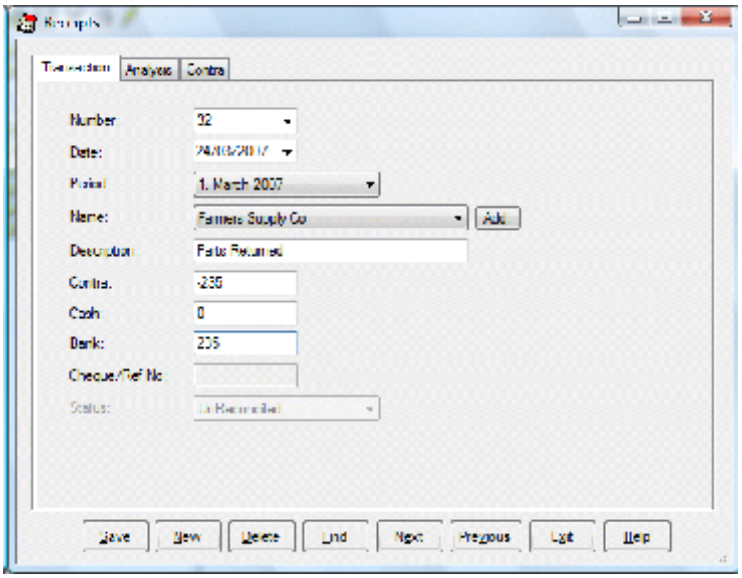
Example 10 (Receipts Number 32)

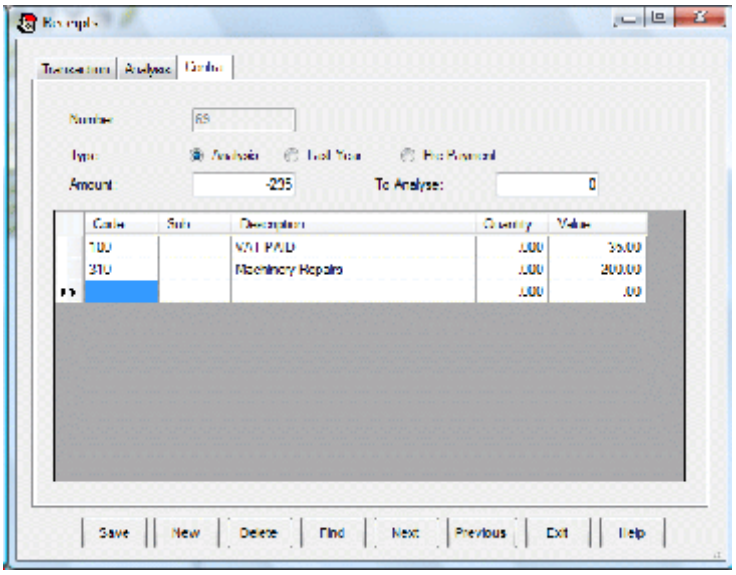
Entering a receipt against a payment Analysis Head

In some cases you may wish to take an amount away from a payment analysis head, when you have actually received money. This example is for a case where pallets have been returned which have already been paid for along with fertiliser. You would then want to reduce the total amount originally analysed in the payments transaction, in the case of £200.00 + £35.00 VAT.

Note that as the total of Contra, Cash and Bank comes to 0, no analysis is necessary in the Main Receipt Analysis screen.

It is important to remember, that in order to complete a correct VAT return, inputs must be analysed as payments, and outputs as receipts, so do not perform entries such as this if it would go against this rule.



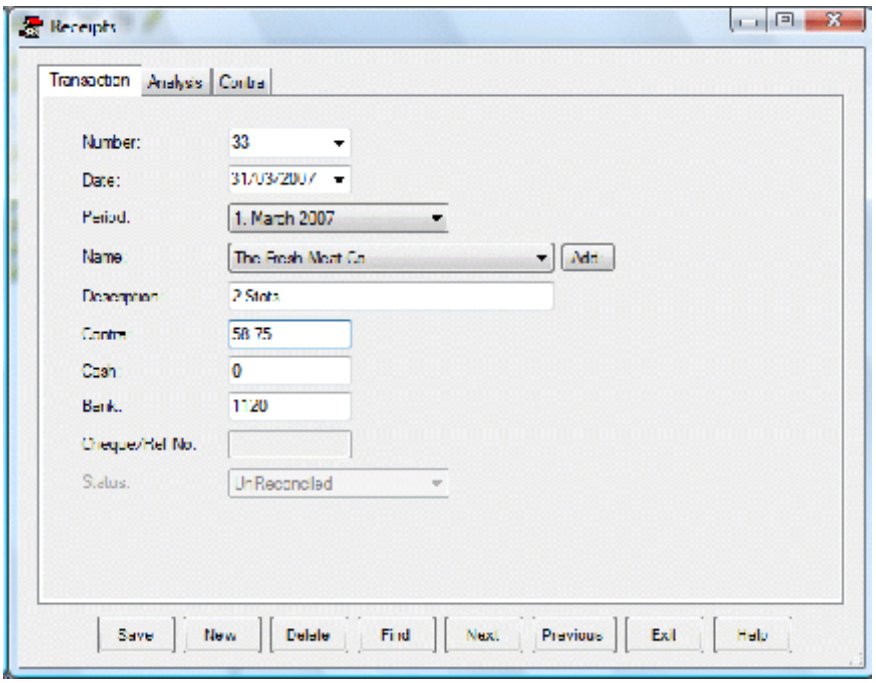


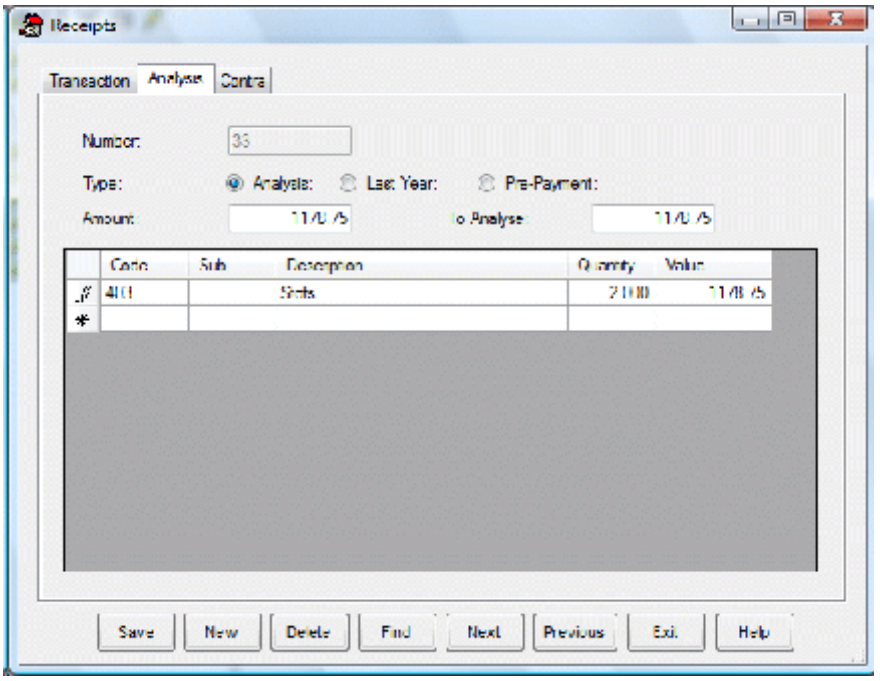
Example 11 (Receipts Number 33)

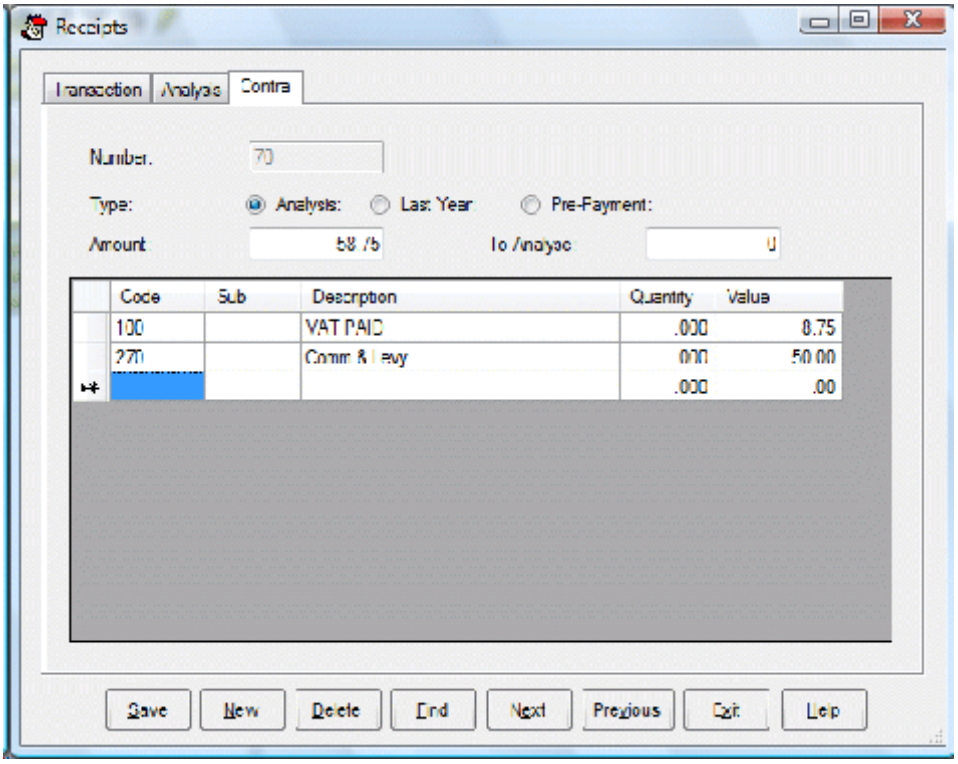
An example of a straight forward contra

Auction sales are a common example of transactions involving contras.

Commission and Insurance, must be analysed as a payment, as they are VAT inputs, and are costs items of Profit and Loss.




Receipts
Transaction
Analysis
Contra
Number:
Type:
Analysis:
Last Year:
Pre-Payment:
Amount:
To Analyse
Code
Sub
Description
Quantity
Value
Save
New
Delete
Find
Next
Previous
Exit
Help


Receipts
Transaction
Analysis
Contra
Number.
70
Type:
Analysis:
Last Year
Pre-Payment:
Amount
To Analyse
Code
Sub
Description
Quantity
Value
100
VAT PAID
.000
8.75
270
Comm & Levy
000
50.00
.000
.00
Save
New
Delete
Find
Next
Previous
Exit
Help

APPENDIX B Coding Examples

Aggregate Codes - General Codes

Code	Description		Vat Rate
OUTPUTS			
CROPS			
101	WHEAT		0.00
102	BARLEY		0.00
103	OILSEED RAPE		0.00
104	POTATOES		0.00
110	SET-ASIDE		0.00
120	OTHER CROP INCOME		0.00
129	GROWING CROP VALUATION		0.00
LIVESTOCK			
130	CATTLE		0.00
131	MILK-DAIRY PRODUCE		0.00
132	SHEEP & WOOL	0.00	
133	PIGS		0.00
134	POULTRY & EGGS		0.00
149	OTHER LIVESTOCK		0.00
MISCELLANEOUS			
160	CONTRACTING INCOME	17.50	
165	OTHER FARM INCOME		0.00
CREDITS			
180	RENT & WAYLEAVES		0.00
VARIABLE COSTS			
CROPS			
200	FERTILISER		17.50
210	SEEDS		0.00
220	SPRAYS		17.50
225	CROP CONTRACT WORK		17.50
230	CROP CASUAL LABOUR		0.00
240	OTHER CROP EXPENSES		17.50
LIVESTOCK			
250	FEED		0.00
260	VETERINARY FEES & MEDICINES		17.50
270	DAIRY EXPENSES		17.50
280	LIVESTOCK CONTRACT WORK		17.50
285	LIVESTOCK CASUAL LABOUR		0.00

290	OTHER LIVESTOCK EXPENSES		17.50

FIXED COSTS

LABOUR

300	REGULAR LABOUR		0.00
305	PAYE & NIC		0.00

POWER

310	MACHINERY EXPENSES	17.50	
315	MACHINERY LEASING		17.50
320	FUEL & ELECTRICITY		17.50
330	OTHER MACHINERY EXP.		17.50

OVERHEADS

340	RENT & RATES		0.00
350	INSURANCES		0.00
360	PROPERTY REPAIRS		17.50
370	BANK INTEREST		0.00
375	FINANCE COSTS		0.00
380	PROFESSIONAL FEES		17.50
390	OFFICE & ADMIN		17.50
395	GENERAL FARM COSTS		17.50
6AA	PLANT AND MACHINERY DEPN		0.00
6BB	BUILDINGS DEPRECIATION	0.00	

PRIVATE

710	PRIVATE INCOME		0.00
720	INVESTMENT INCOME		0.00
730	INCOME TAX REBATE	0.00	
760	PRIVATE DRAWINGS		0.00
780	INCOME TAX		0.00
790	LIFE ASSURANCE		0.00

LIABILITIES

840	H.P. CREDITORS		0.00
850	STOCK LOANS		0.00
860	LOANS		0.00

ASSETS

940	DEPOSIT ACCOUNT		0.00
960	MACHINERY		17.50
970	BUILDINGS/STRUCTURES		0.00
980	INVESTMENTS		0.00

990	LAND	0.00

.

Payments Analysis Codes - General Codes

Code	Description	Vat	Quantity	Sub Codes	Protected
SPECIAL					
100	VAT PAID	No	No	Yes	Yes
101	CASH FROM BANK	No	No	Yes	Yes
102	CREDITORS AT START	No	No	Yes	Yes
103	PAID TO C & E	No	No	Yes	Yes
999	PRE-PAYMENTS	No	No	Yes	Yes
WHEAT					
110	WHEAT PURCHASED FO	Yes	T	No	No
CATTLE					
150	HEIFERS PURCHASED	Yes	H	No	No
152	STEERS PURCHASED	Yes	H	No	No
154	OTHER CATTLE PURCHASED	Yes	H	No	No
SHEEP & WOOL					
160	LAMBS PURCHASED	Yes	H	No	No
162	BREEDING SHEEP PURC	Yes	H	No	No
PIGS					
170	GILTS PURCHASED	Yes	H	No	No
172	OTHER PIGS PURCHASED	Yes	H	No	No
POULTRY & EGGS					
180	CHICKENS PURCHASED	Yes	H	No	No
OTHER LIVESTOCK					
190	OTHER LIVESTOCK PUR	Yes	H	No	No
FERTILISER					
200	FERTILISER	Yes	T	Yes	No
202	LIME	Yes	T	No	No
SEEDS					
210	SEED	Yes	T	Yes	No
SPRAYS					
220	SPRAYS	Yes	L	Yes	No
CROP CONTRACT WORK					
225	CROP CONTRACT WORK	Yes	N	Yes	No
CROP CASUAL LABOUR					

230	CROP CASUAL LABOUR	Yes	No	Yes	No
OTHER CROP EXPENSES					
240	OTHER CROP EXPENSES	Yes	N	Yes	No
FEED					
250	FEED	Yes	T	Yes	No
VETERINARY FEES & MEDICINES					
260	VET & MED	Yes	N	Yes	No
DAIRY EXPENSES					
270	DAIRY EXPENSES	Yes	N	Yes	No
LIVESTOCK CONTRACT WORK					
280	LIVESTOCK CONTRACT	Yes	N	Yes	No
LIVESTOCK CASUAL LABOUR					
285	LIVESTOCK CASUAL LAB	Yes	N	Yes	No
OTHER LIVESTOCK EXPENSES					
290	OTHER LIVESTOCK EXPE	Yes	N	Yes	No
REGULAR LABOUR					
300	REGULAR LABOUR	No		No	No
PAYE & NIC					
305	PAYE & NIC	No		No	No
MACHINERY EXPENSES					
310	VEHICLE EXPENSES	Yes		Yes	No
312	MACHINERY EXPENSES	Yes		Yes	No
MACHINERY LEASING					
315	MACHINERY LEASING CH	Yes		Yes	No
FUEL & ELECTRICITY					
320	FUEL & OIL	Yes	L	Yes	No
322	HEAT & LIGHT	Yes		Yes	No
OTHER MACHINERY EXP.					
330	OTHER MACHINERY EXP	Yes		Yes	No
RENT & RATES					
340	RENT	Yes		Yes	No
342	RATES & COUNCIL TAX	Yes		Yes	No

344	WATER CHARGES	Yes	Yes	No
INSURANCES				
350	INSURANCE	Yes	Yes	No
PROPERTY REPAIRS				
360	BUILDING REPAIRS	Yes	Yes	No
362	FENCING, DRAINAGE & DI	Yes	Yes	No
BANK INTEREST				
104	BANK INTEREST	Yes	No	Yes
105	BANK CHARGES	Yes	No	No
FINANCE COSTS				
375	H.P. INTEREST	Yes	Yes	No
376	LOAN INTEREST	Yes	Yes	No
377	OTHER INTEREST CHARGE	Yes	Yes	No
PROFESSIONAL FEES				
380	AUDIT FEES	Yes	No	No
382	LEGAL FEES	Yes	No	No
384	OTHER PROFESSIONAL FEE	Yes	No	No
OFFICE & ADMIN				
390	TELEPHONE	Yes	Yes	No
392	OFFICE & ADMIN	Yes	No	No
GENERAL FARM COSTS				
395	GENERAL FARM COSTS	Yes	Yes	No
PRIVATE DRAWINGS				
760	PRIVATE DRAWINGS	No	Yes	No
INCOME TAX				
780	INCOME TAX	No	Yes	No
LIFE ASSURANCE				
790	LIFE ASSURANCE & PENSI	No	Yes	No
H.P. CREDITORS				
840	H.P. CAPITAL REPAYME	Yes	Yes	No
STOCK LOANS				
850	STOCK LOAN REPAYME	Yes	No	No
LOANS				

860	LOAN REPAYMENTS	Yes	Yes	No
DEPOSIT ACCOUNT				
940	TRANSFERRED TO DEPOSIT	No	No	No
MACHINERY				
960	MACHINERY PURCHASED	Yes	No	No
BUILDINGS/STRUCTURES				
970	BUILDING AND IMPROV	Yes	No	No
INVESTMENTS				
980	INVESTMENTS PURCHAS	Yes	No	No
LAND				
990	LAND PURCHASED	Yes	No	No

Receipts Analysis Codes - General Codes

Code	Description	Vat	Quantity	Sub Codes	Protected
SPECIAL					
100	VAT CHARGED	No		No	Yes
101	CASH FROM BANK	No		No	Yes
102	DEBTORS AT START	No		No	Yes
103	VAT REFUNDS	No		No	Yes
999	RECEIPTS IN ADVANCE	No		No	Yes
WHEAT					
110	WHEAT SALES	Yes	T	No	No
112	WHEAT STRAW SALES	Yes	T	No	No
114	WHEAT AREA AID	Exempt	Ha	No	No
BARLEY					
120	BARLEY SALES	Yes	T	No	No
122	BARLEY STRAW SALES	Yes	T	No	No
124	BARLEY AREA AID	Exempt	Ha	No	No
OILSEED RAPE					
130	OILSEED RAPE SALES	Yes	T	No	No
134	OILSEED RAPE AREA AID	Exempt	Ha	No	No
POTATOES					
140	POTATO SALES	Yes	T	No	No
SET-ASIDE					
180	SET-ASIDE	Exempt	Ha	No	No
OTHER CROP INCOME					
170	OTHER CROP INCOME	Yes	T	No	No
CATTLE					
220	STEER SALES	Yes	H	No	No
222	HEIFER SALES	Yes	H	No	No
224	OTHER CATTLE SALES	Yes	H	No	No
228	BSPS	Exempt	H	No	No
229	HLCA & SCPS	Exempt	H	No	No
MILK-DAIRY PRODUCE					
230	MILK SALES	Yes	L	No	No
232	MILK PREMIUM	Yes	L	No	No

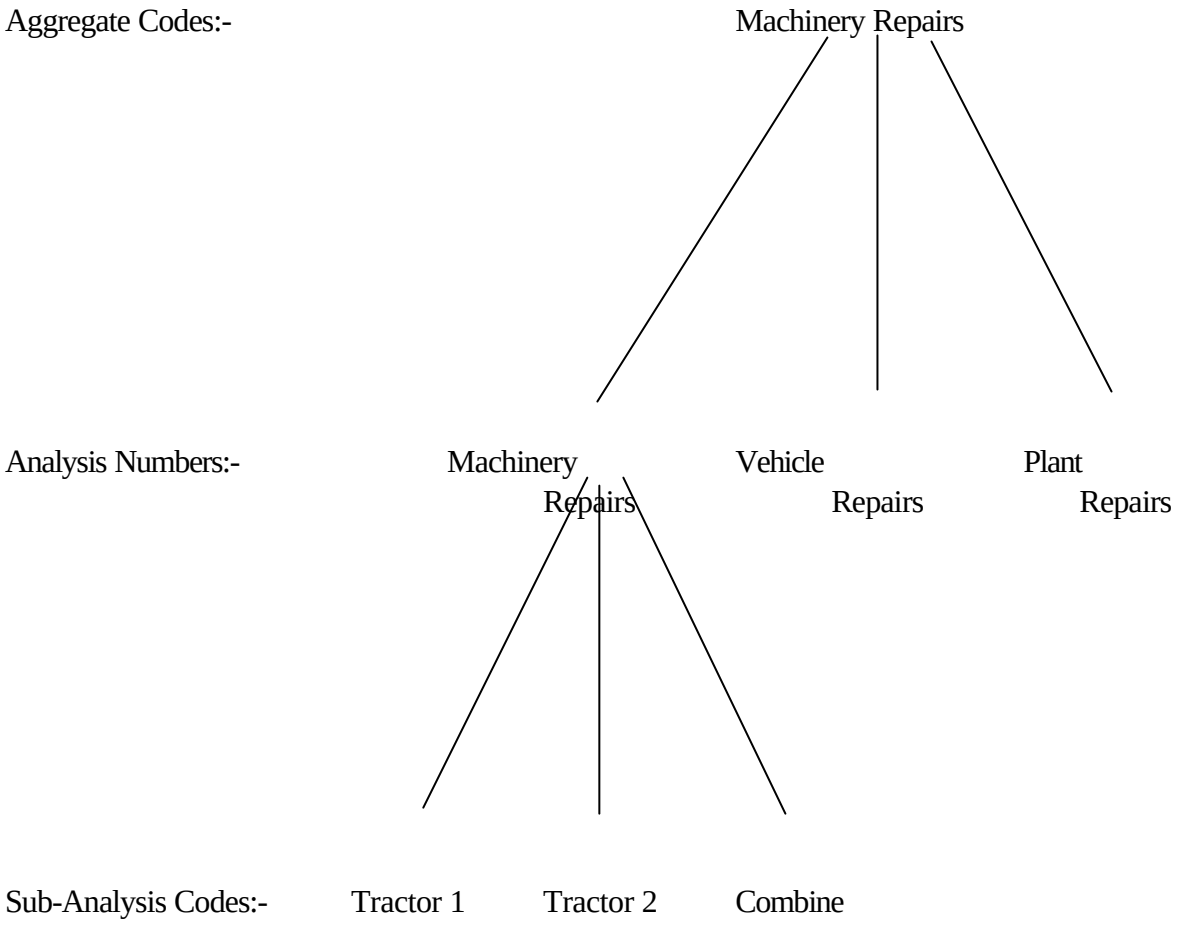
SHEEP & WOOL					
240	LAMB SALES	Yes	H	No	No
242	OTHER SHEEP SALES	Yes	H	No	No
244	WOOL SALES	Yes	Kg	No	No
249	HLCA & EWE PREMIUM	Exempt	H	No	No
PIGS					
250	PIG SALES	Yes	H	No	No
POULTRY & EGGS					
260	EGG SALES	Yes	N	No	No
262	POULTRY SALES	Yes	H	No	No
OTHER LIVESTOCK					
290	OTHER LIVESTOCK SALES	Yes	H	No	No
CONTRACTING INCOME					
300	CONTRACTING INCOME	Yes	N	No	No
OTHER FARM INCOME					
310	OTHER FARM INCOME	Yes	N	No	No
RENT & WAYLEAVES					
400	RENT & WAYLEAVES	Yes		No	No
MACHINERY EXPENSES					
500	INSURANCE REFUNDS	Yes		No	No
PRIVATE INCOME					
710	PRIVATE INCOME	No		No	No
INVESTMENT INCOME					
720	INVESTMENT INCOME	No		No	No
INCOME TAX REBATE					
730	TAX REBATE	No		No	No
CAPITAL INTRODUCED					
740	CAPITAL INTRODUCED	No		No	No
H.P. CREDITORS					
840	NEW H.P. CREDIT	Exempt		No	No
STOCK LOANS					
850	NEW STOCK CREDIT	Exempt		No	No

LOANS				
860	NEW LOANS	Exempt	No	No
DEPOSIT ACCOUNT				
940	TRANSFERED FROM DEPOSIT	No	No	No
MACHINERY				
960	MACHINERY SOLD	Yes	No	No
INVESTMENTS				
980	INVESTMENTS SOLD	Exempt	No	No
LAND				
990	LAND SOLD	Exempt	No	No

Sub Analysis Codes - General Codes

Code	Description
BAR	BARLEY
BEE	BEEF
CHI	CHICKENS
DAI	DAIRY
GRA	GRASS
OSR	OILSEED RAPE
PIG	PIGS
POT	POTATOES
SET	SET-ASIDE
SHE	SHEEP
T1	TRACTOR 1
T2	TRACTOR 2
WHE	WHEAT

DETAILED ANALYSIS OF MAJOR COSTS



APPENDIX C VAT Classifications

STANDARD RATED GOODS AND SERVICES

Accountant's Fees
Artificial Insemination
Business activities of a Government Department
Binder Twine
Commission
Contract work for which there is a payment in cash or kind
Camping facilities and car parks
Coal & Coke*
Consultant's Fees
Cottage rents if let as holiday accommodation
Diesel Oil*
Electricity*
Erection of new buildings
Fertilisers
Fencing and drainage
Farmyard manure
Fishing and shooting rights
Gas*
Hire of machinery or implement
Horse and ponies
Haulage
Hire purchase charges on items costing more than £2000
Grazing, wintering and land let where a service is supplied with zero rated goods
Leasing charges
Machinery and vehicle repairs
MLC recording fees
Non-edible horticultural products
New or second hand machinery
Paint
Pet foods
Petrol
Press advertising
Property repairs
Sheepdogs
Sprays
Soil and silage sampling charges
Subscription if association VAT Registered
Telephone accounts
Tourist accommodation and meals
Veterinary services and medicines
Wood
Wool

* Items my be at a lower rate of VAT depending on the regulations currently in force.

ZERO RATED GOODS AND SERVICES

Animal feeding stuffs
Bees
Crops
Creosote
Eggs
Grazing and wintering
Livestock but excluding horses
Milk
Newspapers and periodicals
Seeds of food and feed plants
Trees and Bushes if used for production of edible fruit

EXEMPT ITEMS

Banking
Cottage rents other than for holiday purposes
Feu Duty
Granting of credits and loans
Hire Purchase charges on items costing less than £2000
Insurances
Land let for growing grain, etc.
Purchase or sale of land and existing buildings
Postal services
Rent
Subscriptions if association is not VAT registered
Wayleaves

OUT WITH THE SCOPE OF VAT

Bonuses - eg. from trading co-operatives
Crown dues
* Grants (Production and Capital)
* National Health Insurance Stamps
Licences
Levies
* PAYE and Graduated Contributions
Rates
Stipends
Subsidies (eg. fatstock Variable Premium)
* Wages and Salaries

* Private Drawings

* Items excluded for the calculation of Outputs and Inputs

APPENDIX D Monthly Check List

NOTE:
Running a month end for Period 12 invokes the year end routine automatically. This cannot be reversed except by restoring from a backup. You should therefore take a backup on fresh disks and keep those separately (please refer to Appendix E. Year End check list)

Monthly Check-list

Cash Book

1. All payments entered from cheque book.

2. All receipts entered from pay in book.

3. All transactions entered from the bank statement, ie. Direct Debits, Standing Orders, etc.

4. All petty cash transactions entered.

5. Bank Reconciliation.

6. Printout of the Cash book for the month.

7. Printout analysis by Analysis Head if required and check for mispostings.

8. Close month and if applicable produce VAT report. (see note above)

APPENDIX E Year End Check list

Year End Check-list.

1. Complete Monthly check list (Appendix D) for final month but do not run the month end (part 8).

2. Ensure any cancelled cheques have been removed from unpresented cheque list by the method shown in Appendix A. Example 8

3. Take printouts of complete Cash-book

4. Take printout report by analysis head

5. Take printout report by Aggregate Code and Sub-Analysis if required.

6. Do Journal entries to correct any mistakes or re-allocate costs.

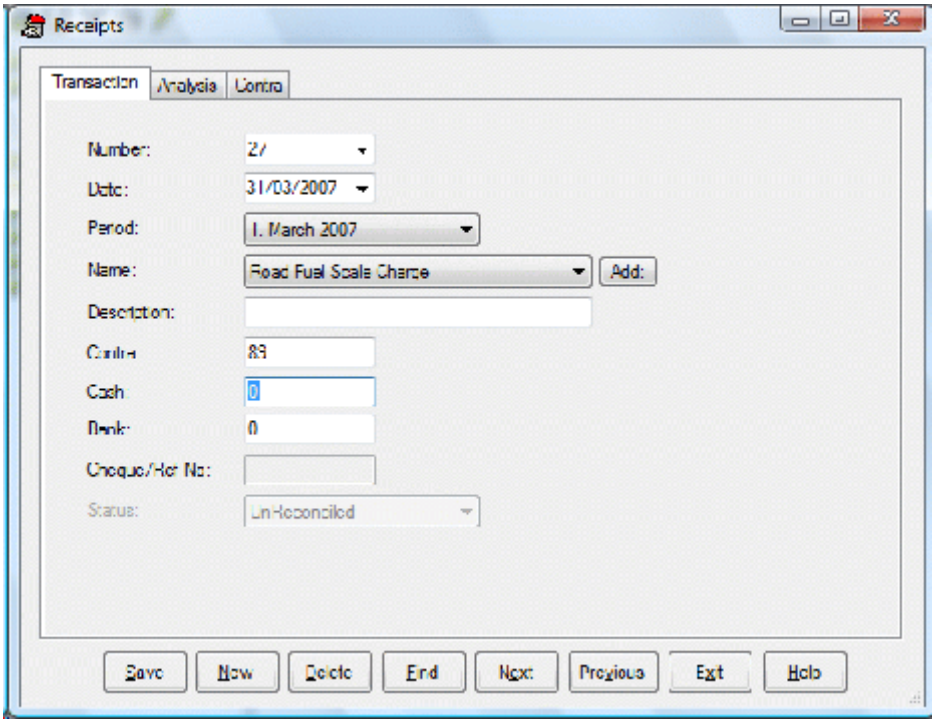
   Before running the year end (closing month 12) you must the a backup (preferably on newly formatted discs) and keep it out of your normal backup routine.

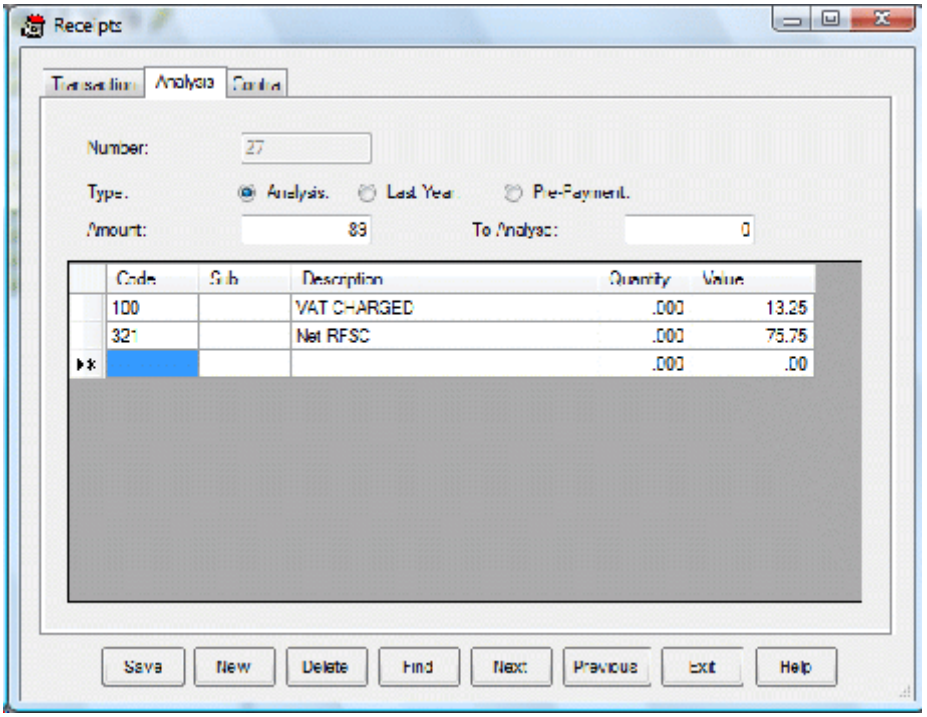
   Should you wish to keep a copy of the data available on the computer you should Copy Data. This option is found under the File Menu of the program. Refer to page 9 of this manual.

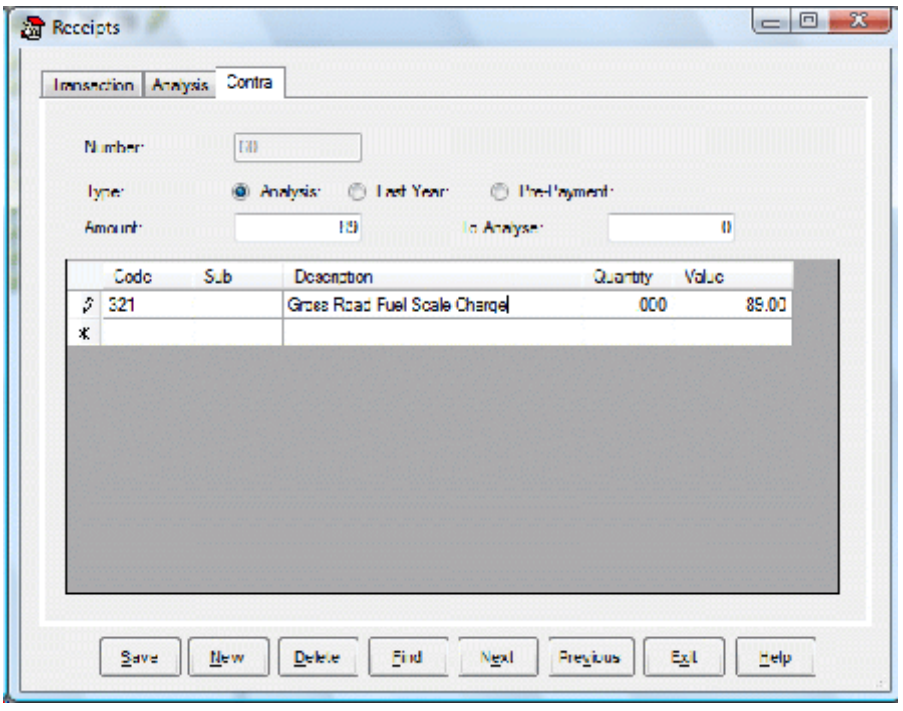
APPENDIX F Road Fuel Scale Charge

This is an example of an entry which should be made to correctly enter the Road Fuel Scale Charge you need to register in each VAT Report. It should be entered at the end of each month a VAT Report is to be produced, every month if monthly VAT Reports are returned or every third month if returns are quarterly.

In this example the Gross Figure is £89, VAT £13.25 and net £75.75.







Receipts Analysis

Code 100 is VAT Charged

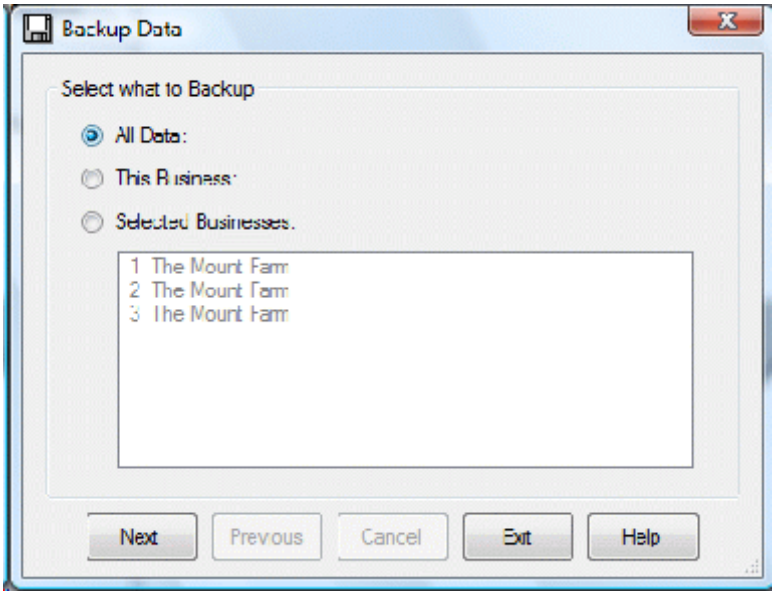
Code 321 is Net RFSC set up to go the Fuel Aggregate code. This will net off against the cost of fuel in the Profit & Loss account leaving only the value of the VAT as the expense.

Payments Analysis

Code 321 is Petrol.

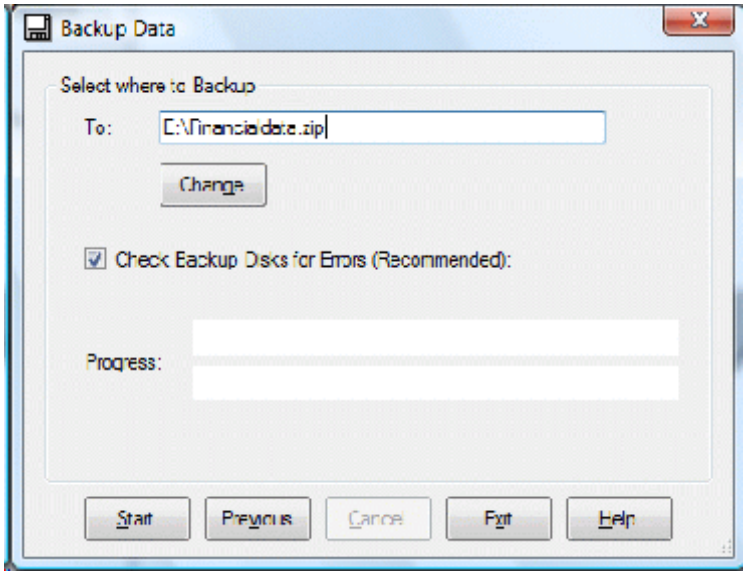
APPENDIX G Backup & Restore Routines

You are strongly advised to make backup copies of your data. To do a backup you can use the utility supplied with the program which is located under the File menu**.**



You may select to backup all data, in which case all businesses within the system will be saved, this business which saves only the business in which you are currently working or selected business. If you choose selected businesses you must highlight those you wish to save by clicking on the list.

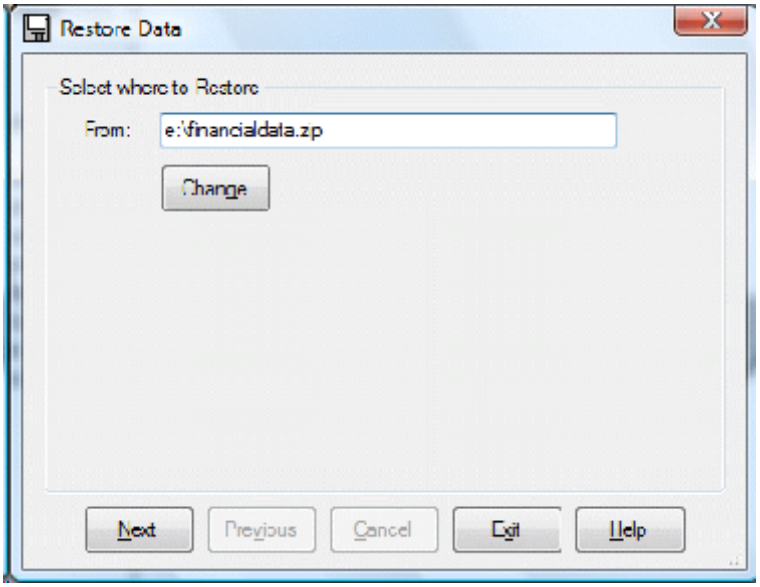
Click Next and you will be asked where you wish to put the backup. The default is A:\FINANCIALdata.zip, if you want to change the location you can click the browse button and select your location.



Click next and the backup will begin.

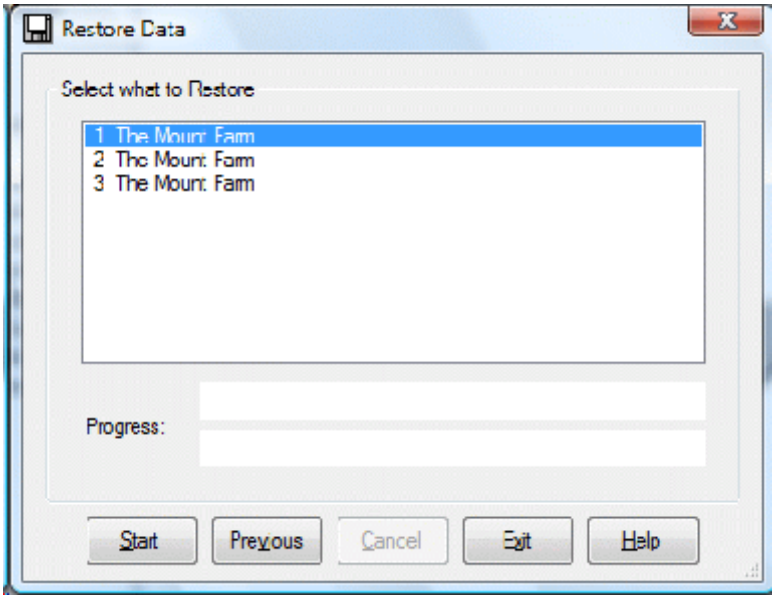
To restore data from a backup created by the above routine use the utility supplied with the program which is located under the File menu. If you are restoring data it is advisable to do take a backup of the current data first.

Click on Restore Data



The default is again A:\FINANCIALdata.zip. If your backup file is located elsewhere you can use the browse button to locate it.

Click Next to start the restore.



Select the businesses you wish to restore by clicking on them. Click Start to begin the restore.